



Welcome to Calvary Chapel Christian Pre-School!

This Parent Handbook has been designed as a tool to help familiarize you with Calvary Chapel Christian Pre-School (CCCP) and our school policies. The guidelines have been prayerfully considered and established with the students' best interest in mind.

MISSION STATEMENT

CCCP is a Christ-centered school that integrates the Word of God throughout all disciplines with the goal of sending disciples into the world to reach the lost with the Gospel (Matthew 28:19).

OUR PURPOSE

The pre-school years hold great possibilities for learning. Each day offers something new and surprising. The purpose of our program is to educate and equip the pre-school child to grow and develop in all areas of their lives. God's word is integrated into all experiences that your child encounters at CCCP. Thank you for sharing these early years with us at CCCP.

PHILOSOPHY

CCCP provides an environment that is safe and beneficial to children, ages two to Pre-K. Children have an opportunity to assemble and play together while being guided toward an enjoyable and wholesome pre-school experience. An exciting learning environment is created to assist children in their skill development. All children enjoy a time of indoor and outdoor play on age appropriate equipment, creative arts and crafts, science, Bible, nature observation, music and movement, sharing experiences, and they are cognitively challenged using an age appropriate curriculum. Children are surrounded by a Christian atmosphere of respect and loving appreciation for each individual. Each child is encouraged to progress at his/her own rate using an approach that provides structure and consistency while encouraging security. The Pre-School's objectives are to develop the total character of each child by providing a pre-school experience of lasting value.

OUR PHILOSOPHY OF CHRISTIAN EDUCATION

The CCCP philosophy of Christian education is based on the truth that God's Word is the standard for all truth, and that the Bible is the inspired, inerrant and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature, man cannot, through his own efforts, know or glorify God. It is only by accepting God's free gift, that man receives salvation through faith in His Son, Jesus Christ.

All policies of the school, philosophies of subjects, curriculum materials and teaching methods shall conform to our philosophy of Christian education. The Bible is the foundation and motivating force for all curriculums. Our primary goals and objectives include:

- To love the Lord our God with all our heart, soul and mind - (Matt. 22:37)
- To glorify God in all that we do - (1 Cor. 10:31)
- To promote the maturity of our children in doctrine and practice - (Eph. 6:4, Col. 1:28-29)

The Pre-School is an extension of the family and also an extension of the church. In this capacity, we will promote this relationship of the family, church, school and members of the body of Christ.

We believe that our priorities and those we teach should be in the following order: Commitment to Christ, family, then school. Our belief is that God is sovereign now, in the past, and in the future. We believe we have been created in God's image and the Bible gives us moral principles to live by. We strive to meet all the needs of the children: physical, mental, and spiritual.



OUR SCHOOL MASCOT - GRIZZLIES

Grizzlies are known for their courage and strength. They are not known to hide when confronted, but rear up on their hind legs to get a better view of the situation. In II Samuel 17:8, the bear is described as being mighty in the defense of her cubs. As Calvary Chapel Grizzlies, we desire to be strong and courageous in the Lord Jesus Christ "...we pray that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work, and increasing in the knowledge of God; strengthened with all might, according to His glorious power..." (Col. 1:10-11NKJV)

CURRICULUM

Since 1974, BJU Press has produced and distributed Christ-centered materials to teach students how to live and make godly decisions. BJU Press currently supplies thousands of schools with textbooks and other resources. There are five major distinctives of BJU Press. Distinctive #1) The curriculum focuses on a conceptual approach to learning. A conceptual approach stresses understanding and application over recital. Distinctive #2) The curriculum utilizes a multi-sensory approach to learning. A multi-sensory approach to learning is simply using as many of the "senses" as possible in teaching the material to be learned. Distinctive #3) BJU Press curriculum emphasizes a balanced approach to learning. A balanced-approach to learning does not sacrifice the learning of some skills in order to spend more time drilling a student over and over again in just a few important skills. For example, drilling phonics with no comprehension teaching or drilling math facts with no real understanding of the concepts. Distinctive #4) BJU Press curriculum emphasizes the teacher over the textbooks. Because the curriculum is not "Textbook-driven", the teachers are encouraged to use their expertise and creativity in the classroom. Distinctive #5) BJU Press curriculum is truly written from a Biblical worldview in all subject matters. If critical thinking is evaluative thinking, then there must be a clear standard for the evaluative process. Critical thinking goes beyond merely knowing the truth; it is the ability to apply the truth, to analyze meaning, to synthesize conclusion, to create in a manner consistent to truth and to evaluate ideas according to the standard of truth.

BIBLE CURRICULUM

The Bible, God, Jesus, and church are concepts that are tied into our everyday curriculum. It is divided into two areas that are introduced in the individual classroom and chapel time:

In the classroom, the teacher chooses the Bible account and verse that corresponds with the monthly theme through the ACSI Purposeful Design Bible Series. Because children learn best through play, activities are used in a variety of ways to communicate God's word. Puppets, stories, flannel boards and Bible picture books are just a few of the many creative ways teachers use to create quality "Bible Time" into their daily schedule.

Chapels are held weekly. The Director, teachers, CCCS Administrators, and CCD Pastors lead the Chapels. Fun worship songs and a short, age appropriate message are part of Chapel.

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLR)

At CCCP, students will be provided with academic preparation in all areas, as well as with Biblical and Christian training, in order to defend their faith. Students will be prepared to be:

- Spiritually Growing Individuals who have experienced the regenerating power of Jesus Christ and the Word of God through the work of the Holy Spirit in their lives, and who strive for the highest development of each of their God-given talents and abilities.
(Eph. 1:3-4; Col. 2:6-7)
- Life Long Learners who demonstrate reliance on God, and set realistic personal and academic goals.
(Rom. 12:3-8)
- Critical Thinkers who carry out problem solving skills from a distinctively Christian worldview. (Phil. 4:6-9)



- Effective Communicators who express themselves and their faith in worship, speaking, listening, reading, writing and mathematics. (Matt. 22:37)
- Servant Leaders who practice Biblical skills in developing godly relationships; able to be servants in a diverse environment and function effectively as Christians. Leaders who do not merely look out for their own personal interest but regard others as more important than themselves and are called to serve others in love. (Phil 2:1-5; Gal. 5:13)
- Healthy Individuals who understand their identity in Christ as a unique individual created in the image of God, and are physically, emotionally and spiritually fit, practicing good health habits and wise use of their body as the temple of God. (Rom. 12:1-2; 1 Cor. 6:19-20)
- Community Participants who understand God's influence in history and world events, and realize their need to practice responsible citizenship through community service. (1John 3:16-18)

ORGANIZATION

CCCP is licensed by The State of California's Department of Social Services. The Pre-School is a non-profit organization sponsored by Calvary Chapel of Downey church. It is governed by a director. CCCP works in cooperation with Calvary Chapel of Downey church. It is a vital ministry of the church and has a "Shared Facility" agreement with the Pre-School.

STAFF

Each staff member meets the state's educational requirements and higher standards set by the school. All staff members are trained in CPR and First Aid procedures. The teaching staff is highly qualified and dedicated to help each child foster growth and development in a positive way; socially, spiritually, cognitively, mentally, and physically. The purpose of the Christian school staff is to help fulfill God's commandment to parents and to the church: To train up the children in the nurture and admonition of the Lord. CCCP is an integral part of the church. As the Pre-School is a body ministry of Calvary Chapel Downey, all teachers and staff regularly attend church here. All staff and faculty have a personal commitment to Jesus Christ.

THE DEPARTMENT OF SOCIAL SERVICES

The Department of Social Services is our licensing agency. They have the right and inspection authority to enter the Pre-School to review our staff and children's records. In addition, they also have the right to interview our staff and children without prior parental consent.

OFFICE HOURS

The CCCP Office business hours are as follows:
Monday through Friday
8:00am – 4:30pm (Unless otherwise posted)

HOURS OF OPERATION

The Pre-School's Full Day hours are 7:00am - 5:30pm.
The Pre-School's Half Day hours are 8:00am - 12:00pm.
The Core Pre-School hours are 8:00am – 12:00pm.

Extended daycare is available for Half Day students, depending on space availability, at \$5.00 per hour, from the hours of 7:00am to 8:00am and 12:00pm to 5:30pm.

8:00am Morning Drop Off

CCCP encourages all parents, whether on the full day or half day schedule, to arrive no later than 8:00am; this will support your child with a successful day.



Arriving on time helps Pre-K students prepare for Kindergarten and helps the 2 and 3 year old classes by providing consistency and predictability. Arriving late disrupts the classroom and sets the teacher back from beginning her day and lessons. Students arriving past 9:00 a.m. may miss the lunch count and/or snack. Arriving late does not help the child to be ready for naptime at 12:30.

ELIGIBILITY

Parent Qualifications

Parent- *Whenever “parent “ is used in this handbook, it denotes the contracting parent.*

Administration reserves the right to determine what the qualifications are to be named the “contracting” parent.

We believe the Bible mandates that the primary responsibility of each student’s education rests with the parents. We view the school’s role as one of partnership with the parents, in this endeavor. In order to establish and maintain a successful partnership, **parents must be in agreement with the essential fundamental Biblical principles as outlined in the Statement of Faith and the Word of God.*** If, at any point during the school year, you, as a parent, find that you are in disagreement with the Biblical standards of Administration and of the school, you should make every effort to work with the Director for a solution by practicing the Mathew 18 Principle. If a harmonious solution cannot be reached, your child may be disenrolled from the school. *(Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; 1 Peter 1:23-25; and 2 Peter 1:3-4 and 1:21).

**The Matthew 18 Principle for solving School Problems (summary): In Matthew 18:15-17, Jesus taught clear principles for solving people-to-people problems:

- **Step one-** is to go privately, in humility and love to the person with whom you have a problem. If the matter is resolved, forgiveness and reconciliation will take place.
- **Step two-** if the individual will not hear you, bring one or two witnesses and approach the individual in a spirit of prayer and humility. With godly people seeking God’s counsel, most situations are resolved. If the problem is not solvable through the aforementioned steps, then the Director or and a school administrator may be brought into the situation. A detailed pamphlet of the “Mathew 18 Principle” is available in the Pre-School Office.

It is essential that the parents exhibit a lifestyle in keeping with the Christian faith as outlined in the Statement of Faith. We recognize that parents alone have the single greatest impact on their children’s lives and must therefore manifest, by precept and example, the highest Christian virtue, serving as a Christian role model to their children. Similarly, deviation from the Scriptural standards mentioned above is grounds for either non-acceptance into the school and/or dismissal of a child currently enrolled.

Church Requirements

To assist in the development of the Christian character and a Christian life style, we require the contracting parent to be born again and attend an evangelical, Bible believing Christian church on a regular weekly basis. Weekly church attendance with parents and children go hand-in-hand with church and school goals. The teaching of the Bible is approached with the emphasis on the inerrancy of the original Scripture, the need for salvation through faith in Jesus Christ as personal Savior, and the ministry of the indwelling presence of the Holy Spirit that enables the Christian to live a godly life.

ENROLLMENT PROCEDURES

Enrollment is open to all children without regard to race, color, national origin or ancestry. All children must be fully immunized according to the requirements set by the State of California. To be considered for admission, the contracting parent must be a born-again Christian exhibiting fruit of this in their daily walk



and weekly church attendance. Parents or legal guardians of all prospective children should be aware of the admissions procedure when applying for the student enrollment of the Pre-School. Parents and children will receive a tour of the facility with the Director or staff member and undergo a personal interview with the Director and a Pastor prior to acceptance in the Pre-School.

PRE - K PARENTS (Kindergarten Readiness Act of 2010 - SB 1381)

The children entering Kindergarten for the Fall School Year will need to be 5 by September 1, 2020. On September 1, 2014 the Readiness Act was fully implemented. This requires our parents to actively participate in the preparation for a successful admittance to Calvary Chapel Christian School. The parents who actively assume this responsibility will enhance their child's success on the Kindergarten entrance test and beyond. The Kindergarten application process will begin in the winter for CCCS.

ENROLLMENT PACKET REQUIREMENTS

- Complete CCCP Enrollment Application
- Enrollment Fee (Annual)
- Director Interview
- Pastor's Questionnaire
- The Physical Exam - Due prior to start date and annually
- Immunization Records – Due prior to start date and annually
- Birth Certificate- Due prior to start date
- Special Documentation – IEP, Medical Condition, Life Threatening Allergies
- Court Orders – Please submit prior to child's start date or throughout the year
- Student Management Fee – Paid with first month's tuition.

PAYMENT POLICY (TUITION/REFUND/PRO-RATING)

It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff and educational materials for your children.

An Enrollment fee is required along with a complete application. A Student Management fee is due per student with the payment of the first month's tuition. The Enrollment fee cannot be applied towards tuition charges and is non-refundable and non-transferable.

Every family is given a contract agreement to sign that states the monthly tuition amount according to the schedule chosen by the contracting parent. In a joint custody situation, the contracting parent is responsible to furnish all court documents to the school to prove legal and physical custody of any student attending the school.

Prior to contract signing, the parent and the student must meet the eligibility requirements as stated previously. The contracting parent is responsible for the payment of all fees and the tuition. Any fees or charges, as well as failed checks, will be addressed to the contracting parent only.

Tuition is calculated and contracted based on your child's enrollment in all or any part of a calendar month beginning the 1st and ending on the last day of the month. We do not prorate tuition. A daily rate is only applied to those with an initial start date after the first of the month. In the case of a partial month when the child starts at the Pre-School after the first of the month, you are required to pay the first month's tuition in full. On your next tuition statement, a daily rate will be calculated for every scheduled day of attendance. This applies regardless of your child's attendance.

The monthly tuition amount is to be paid in full prior to your child's start date and consecutive payments are due on the 1st of each month following. If full payment is not received by the 10th of the month, a \$50.00 late fee will be charged to your account. All tuition, submitted is non-refundable. When an account becomes 15



days delinquent, the child will not be able to attend school (suspension). The child's place in the school will be held until the last day of the current month. In the event that the account becomes 30 days delinquent, CCCP will disenroll the child. You cannot designate your payment for tuition if other charges exist on your account.

Any failed payments will incur a \$30.00 fee. No re-attempt will be made by Smart Tuition. Therefore you will be required to make that payment with a check, money order or cashier's check at the Pre-School Office. The payment must include the \$30.00 failed fee. It will need to be submitted on or before the 15 or suspension will occur of the month.

Full Time M-F children and Full Day partial weekly children can arrive anytime after 7:00am and stay until 5:30pm. Half Day parents will be charged the extended daycare amount to their monthly tuition if they arrive anytime before 7:45am or stay anytime after 12:15pm. Extended daycare is available for half day students depending on space availability at \$5.00 per hour. Parents who pick up their children after 5:30pm will incur at \$25.00 **late charge** for every 15 minutes, after the 15 minute grace period. Charges will be added to your monthly tuition if your child is on a half day schedule and you come before or after the designated Core hours.

We encourage you to be a faithful steward of the responsibility which God has entrusted to you. If you find it difficult to comply with the agreement for any reason, please contact us so that we might discuss the problem openly and honestly.

NON-CASH POLICY

CCCP has adopted a Non-Cash Policy. All payments for enrollment, student management, and miscellaneous fees, will be billed to your Smart Tuition account. We do not accept cash for these payments.

SPECIAL EVENTS/STAFF DEVELOPMENT

On scheduled Early Dismissal Days, where the Pre-School is closed at 12:00pm and afternoon extended daycare is not offered, a **late charge** of \$25.00 will be applied to your account for every 15 minutes after the pickup time.

PRE-K GRADUATION

All pre-kindergarten classes will be included in a promotion ceremony for students enrolled through May. A fee of \$30.00 for the cost of the promotion ceremony and celebration will be billed to your account in April.

FUNDRAISING EVENTS

There will be 2 mandatory fundraising events in a school year. Each school year runs from August through May. A buy out amount of \$100.00 per family for each fundraiser will be charged to your account if you choose not to participate. All details are explained and given at the time of enrollment.

SENSORY SCREENING

Sensory screening is given once a year TO ALL children ages 3 and up, enrolled in CCCP. *Your Smart Tuition Statement will reflect this charge.* A written document from the sensory screening staff will be given to all parents with results and recommendations.

YEARBOOK

All students enrolled in CCCP will receive a Year Book. This fee is included in the Student Management Fee.



MODIFICATION FEE

If at any time during the school year, you desire to change your child's weekly schedule, a modification fee of \$50.00 will be due at the time of the request, based on availability. All changes will be effective the following month. The modification form needs to be completed and submitted to the Director for approval.

WITHDRAWAL POLICY

If at any time you choose to withdraw your child from the Pre-School, ***you must sign a withdrawal form.***

RE-ENROLLMENT PROCESS

Parents will be notified once re-enrollment is available. We do not automatically re-enroll students. Re-enrollment can be completed but is not finalized until fees are paid in full. Tuition must be current in order to re-enroll.

CCCP DIS-ENROLLMENT/WITHDRAWALS

During first two weeks of attendance at CCCP, it will be determined if the student is benefiting from the program. The school reserves the right to dis-enroll a child if it is determined the child is not benefiting from the program or displays a behavioral challenge. Administration reserves the right to place a child on probation due to any behavioral challenges a child has displayed or any signs that he/she is not benefiting from this program. Administration, along with the CCCP Director, will decide the length of each probation period before a final decision is made on the dis-enrollment of the child. Withdrawal can be sought as well if the parent has a negative attitude towards the Pre-School, staff, children or other parents. If this is the case, dis-enrollment will be immediate. All paid tuition is non-refundable. Students who are dis-enrolled from the Pre-School because it is determined that the child is not benefiting from the program, or displays a behavioral challenge will not be reimbursed.

CUMULATIVE RECORDS

Pursuant to the Education Code of California 49061 and 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by CCCP must be granted to the legal parent of the pupil under the age of 18. Legal 'parent' means a natural parent, adoptive parent or legal guardian having legal custody.

CCCP does not have the legal authority to prohibit or restrict the natural parent's access to a student's records or physical contact with that student in relationship to a custody case unless the legal papers are on file with the Pre-School Office. The Pre-School can only carry out the instructions specified in the final custody papers, divorce decree, court order or restraining order. Please make sure court orders are very specific and if they are not the pre-school will only follow what is written and the sole custodial parent will need to get clarification by their attorney.

If there are conditions, which prohibit either natural parent from physical custody of the student, it is the responsibility of the custodial parent who has legal custody to provide the pre-school with the **proper documentation.**

Parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and the challenge of records is available through the administrative office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy and/or challenge the records.



DISCIPLINE POLICY

Teachers will incorporate a positive re-directive approach to discipline. They will encourage and model appropriate behavior. The staff will redirect inappropriate behavior and remind the children of the rules. Children are protected from hurting each other and staff will intervene when necessary. The Director will take care of any discipline problems that are out of control in the classroom or playground. Parents will be informed of any serious discipline problems. Corporal punishment and other humiliating or frightening techniques are prohibited. Punishment must not be associated with food, rest, isolation for illness, or toilet training. Please refer to the written Discipline policy for additional details. (Title 22, Department of Social Services)

SIGN-IN AND SIGN-OUT PROCEDURES

The State requires all children to be signed in and out with an adult's complete legible signature and time of arrival and departure. Class sign in/out sheets are legal documents and parents should discourage children from using it for playful drawings. Parents are required to sign children in and out; the sign in and out sheets will be located on the entry counter of their classroom. Failure to sign your child in and out will result in a parent conference with the Pre-School Director, ***no exceptions. Parents may not leave their child unattended in the classroom or playground at any time. Parents must drop off their child with a teacher.***

LATE PICK UP AFTER 5:30PM

The pre-school closes at 5:30pm. A 15 minute grace period will be given from 5:30pm to 5:45pm, in which the family will incur no additional charge. At 5:46 a late fee of \$25 dollars will be charged for any child that has not been picked up. A \$25 dollar additional late fee will be charged every 15 minutes thereafter. If a child is not picked up by 6:30pm with no notification from parents or those on the Emergency contact/pick up list, a sign will be on the Pre-School's front door indicating the child's location at the local police department. If you know that you will be arriving late you must call the Pre-School with an estimated time of arrival.

RELEASE OF CHILDREN

Your child will be released only to persons 18 years of age or older whose names are on the Emergency Contact/Pick Up form. Parents must advise the Pre-School Office in writing, if a person not on the list is permitted to remove the child from the Pre-School. The individual must stop by the Pre-School Office for authorization to release the child.

Any person requesting to remove a child from the Pre-School should be prepared to present his or her driver's license for positive photo identification upon request. A car seat must be available or the child will not be released.

VISITING CLASSES

Parents and Adults

Visitors (parents/adults) are welcome on our school campus if both the Director and teacher to be visited have granted permission **at least one day in advance**. When making a request to visit, please be mindful that visitations interrupt the educational environment of the classrooms. The time allotted to visit must be approved by the Director. The Pre-School Office will issue a Visitor's Pass, which must be worn for the entire campus visit. For the safety of our students, it is essential to identify all visiting adults. Please be mindful that all visitors must meet the behavioral and dress code regulations at CCCP. Friends or students from other campuses will not be authorized to visit any CCCP student during the school day. This can be a classroom distraction and liability.



All relatives and visitors must receive a security check in the Pre-School Office prior to entering the classrooms or the playground. Parents may not allow their infants or toddlers on the playground or in the classroom. We also ask all adults not to assist other children. Please ask a staff member or teacher to assist another child if necessary.

If this is your child's first experience at school, we recommend that you leave soon after saying goodbye, even if your child is crying. It is recommended that your child gets acclimated to the Pre-School before you decide to stay for a visit.

DRESS CODE-CHILDREN

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits and proper school behavior. Proper student dress in association with continual effort for good attitude and behavior are important elements of our wholesome Christian learning environment.

Children should be dressed in clothes that are easy for them to manage. Clothes that are roomy and washable are encouraged. Oversized clothing is unacceptable. Girls must wear shorts under dresses. Only rubber soled, closed toed shoes with at least a back strap are accepted. Open toe sandals are not accepted. Parents must leave the teacher an extra pair of shoes and clothing in a "Zip-Lock" bag. These clothes will be kept in the children's classroom and used when needed. Any type of children's tattoos is inappropriate for pre-school and will be covered and/or removed. Boys may not wear earrings. Please write your child's name on the inside label or tag on all sweaters, coats and jackets. Expensive jewelry such as earring's, bracelets and necklaces are not the preschools liability if lost. Children should not wear dangling earrings or necklaces to be safe of been pulled on or snagged. Wearing or promoting anything scary or magical is not prohibited as we reflect Christ not things of this world (1 john 2:15). Students are not allowed to bring in electronic devises. In the case this happens the device will remain in the office until pick up. This includes iPads, phones, tablets, smart watches, etc.

NAP TIME

A special room is designed for children who require a mid-day nap. Nap time is scheduled from 12:30pm to 2:30pm. Children are provided a cot that is disinfected weekly or when soiled or wet. A small sheet and blanket are required from home for those who stay for nap. Each child may receive a back rub from the staff. The staff may only rub the child's shoulder to the mid back area above the waist. The parent or child may decline the back rub. Children staying for extended daycare past 12:15pm will have a rest time. *Children that are being disruptive during nap time will have their parent called. If the disruption continues, a parent meeting will be made to discuss alternative options such as, a schedule change to our half day program or a change of nap rooms. A family member may be ask to come and assist the student if they need help resting.*

TOILET TRAINING

All children must be potty trained in our 3 year old classes. Children placed in the 3 year old classes are considered fully potty trained and must be able to use the toilet tissue themselves to wipe, pull up and down their clothing with little or no help and wash their hands afterward. The child who is in the 3 year old class who experiences frequent toilet accidents may be dis-enrolled or moved back to our 2 year old room to give them more time to become fully potty trained. Once the child has become fully potty trained they can move back to their original class upon availability.

In our 2 year old classes, it is the parent's responsibility to provide an ample amount of clothing for their child during the process of potty training. Both the parent and the teacher must be in agreement as when to start potty training and effectively communicate with a plan of action in place prior to the beginning. All children will toilet train using underwear and not "Pull-Ups". "Pull-Ups" are not allowed.



RESTROOM PROCEDURES

Children never go to the restroom alone and are always accompanied by a staff member, boys and girls use separate restrooms. Teachers do not help wipe children that are in the 3 or 4 year old classes, teachers only help with buttons, buckles, and zippers.

LUNCH TIME

Lunch time is scheduled from 11:30-12:00pm. All lunches provided from home must be freshly cooked and packed daily. A complete lunch must be sent or the staff will have to order the child an emergency lunch. Please do not bring back any uneaten lunches. We cannot open any cans nor prepare any items which need to be warmed up. All lunches must include a cold pack to maintain cold food and brought in a thermos to maintain warmth. We do not refrigerate nor heat up any lunches. The staff will assist children with their food items.

A Lunch Menu is provided each month as an option to purchase lunches. An emergency lunch will be provided at a charge of \$6.00 to your monthly tuition statement for those who do not provide a lunch nor mark an x, by 9:00am, in the box next to your child's name, on the Sign In/Out sheet, indicating they need a lunch provided by CCCP. Hot Lunch procedures are provided when enrolled.

SNACK TIME

All children will be served a mid-morning snack. A voluntary parent participation program is implemented using a snack calendar system. Parents receive a snack calendar every month to provide snack for their designated day. Crackers and juice, fruit, cheese, muffins, are a few healthy snack suggestions. All snacks must be brought in their unopened packages. Snack ingredients should be written in English to avoid problems for children who have allergies and/or food restrictions. Cookies, doughnuts or any non-nutritious "food" will be returned to the parent unopened. Only 100% juice is served to the children by law. Parents are requested to avoid bringing in punch and soft drink type of refreshments or products. If you choose not to participate or forget to bring snack on your designated day please inform the teacher. Special accommodations and alternative food items will be given to those with allergies and food restrictions.

Full day children will be given an afternoon snack in addition to the mid-morning snack, which will be provided by the Pre-School after nap.

SHARE DAY – LETTER BAGS

Teachers will designate a share day according to the letter that they are reviewing. The teacher will provide a bag with a letter on the front of the bag, and your child may gather items found inside and outside the home that begin with that letter. All items brought must be able to fit inside the bag. Letter bags will be labeled with your child's name and returned to your child once shared.

Children must keep all toys at home unless it was approved by the teacher. Any toys that are brought to school will be kept in your child cubby and be sent home at the end of the day. Staff is not responsible for lost toys. It is important not to share toys that produce negative play in the Pre-School setting. Toy guns, ropes, or play weapons are not permitted.

"Transitional" toys/blankets from home will be permitted at the request of the parent and with the Director approval. With parental request only, these toys will need to stay in their child's cubby. Special toys for nap



will also need to be approved by the Director. If the toy becomes a problem, we will ask parents to no longer bring the toy to school. **Pacifiers and bottles are not allowed.**

BIRTHDAY PARTIES

Children's classroom birthday parties will be celebrated once a month. The teacher will post the students' names, whose birthday will be celebrated, on the monthly newsletter. Parents may bring cookies, muffins, mini cupcakes, party napkins, cups and goodie bags with a notice of two weeks prior to the birthday party. Birthday party invitations are not allowed to be passed out on campus. CCCP does not endorse any party or promotion gathering not hosted by CCCP directly. Any flier or invitation mailed or given to another student should have the words "This party/gathering is not a CCCP sponsored event."

HOLIDAY CELEBRATIONS

As a Christian school we have the privilege of celebrating Jesus Christ all year long. Therefore, we would like to make Him the focus during holidays. Pictures, slogan shirts, blouses, that show or speak of activities not in line with Christian principles are not permitted. When purchasing personal items for students to be used at school, please consider items with Christian principles. We do not promote Santa, elf's, Easter bunny, jack o lanterns, etc. Please refer to the dress code standards in the event of a special dress up day for any holiday or spirit week.

HOLIDAY PARTIES

Classroom holiday parties will be planned by the teachers. Teachers will organize the parties and encourage the parents to assist. Sign-up sheets for food and refreshments will be posted in your child's classroom. Students who have a Tuesday-Thursday schedule may come to a party scheduled on a Friday as long as they are accompanied by an adult.

GIFTS AND DONATIONS

All gifts and donations are highly appreciated. Donations can be art supplies, paper goods, snack supplies, and recyclable materials for classroom activities upon teacher's request.

IMMUNIZATION AND HEALTH RECORDS

All children must be fully immunized. Waivers from health care providers must be submitted to the Pre-School Office and approved by the Director. A physician must complete the health form.

HEALTH POLICY

Children cannot attend school if they are ill. If a child appears ill during school hours, the parent will be contacted and required to pick up their child as soon as possible. If the parent does not pick up the child, the Department of Social Services will be notified. Ill children must be picked up 30 minutes after receiving a phone call from the Pre-School Office. Parents are required to notify the Pre-School if their child has a contagious disease or serious illness and/or is out for more than three days due to an illness. Parents will be notified if their child's class has been exposed to a communicable disease at school. Children with the following illnesses: diarrhea, severe coughing, irregular breathing, pink eye, unusual spots or rashes, sore throat, infected skin conditions, stiff neck, vomiting, severe itching or ill behavior, a temperature of a 100 or higher, color discharge from nose or eye, will be sent home and may not return to school until they are symptom free for a 24 hour period. If the child is brought back to school the following day, parents will be called to pick up their child. They will not be able to return to school until they have a physician's note and have stayed out of school for an additional day if conditions are still present.

MEDICATIONS

All prescribed medications must be brought in to the Pre-School Office in their original container, with the prescription number clearly visible. All non-prescription medicines such as ointments, and rash creams must



be brought in their original container with the instructions clearly visible. If the Pre-School Office is closed, medication should be given to the morning staff. Written instructions on a specific school form must be completed and accompany the medication/medicine before it can be dispensed. This procedure must be done on a daily basis when needed. **DO NOT PUT MEDICATION, INCLUDING COUGH DROPS, IN THE CHILD'S LUNCH BOX, CUBBIE OR BACK PACK.**

INJURIES

Minor injuries will be treated by a staff member. An "Accident/Incident Report" will be completed whenever an injury has occurred. A staff member will administer first-aid treatment and transportation to a hospital for a non-emergency medical treatment. The parents will be notified first and given that option before the child is taken to the hospital for any non-emergency medical treatment. The paramedics will transport a seriously injured child to the nearest hospital with a staff member if allowed by the paramedics. All serious injuries are reported to the parents. All staff members are trained in CPR and in first-aid procedures.

DISASTER READINESS

Earthquake, fire drills, lockdowns, code reds and blues are scheduled and practiced several times during the school year. The Pre-School follows specific procedures recommended by the Downey Fire Department and required by the Department of Social Services. A three day amount of food, water and medical supplies need to be reserved for each child on campus. Parents are instructed to provide one "Emergency Disaster Box" per child by the first day of their child's attendance. It will be used in the event of a community emergency or major disaster. In the event of an earthquake reaching 4.0 or higher parents will be notified to come pick up their child.