

# Welcome to

## Calvary Chapel Christian Pre-school

This Parent Handbook has been designed as a tool to help familiarize you with our school and specific school policies pertaining the Calvary Chapel Christian Pre-school (CCCP). The guidelines have been prayerfully considered and established with the students' best interest in mind. The parent is required to read the Handbook carefully. You will be held accountable for everything written in this book.

### MISSION STATEMENT

Calvary Chapel Christian Pre-school 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 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 will be integrated into all experiences that your child encounters at Calvary Chapel Christian Pre-school. The pre-school years hold great possibilities for learning. Each day offers something new and surprising. This is an exciting time and we invite you to consider sharing these early years with us at CCCP.

### PHILOSOPHY

Calvary Chapel Christian Pre-School provides an environment that is safe and conducive to positive exercise. Children, ages two to Pre-K, assemble and play together while being guided toward a happy 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 equipment suitable to age), games, creative arts and crafts, science, Bible time, nature observation rhythm and music, sharing experiences, story time and much more. 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.

The pre-school's objectives are to develop the total character of each child by providing a pre-school experience of lasting value in the following areas:

<b>Intellectually</b>	<b>Enthusiasm for learning is encouraged and discovery learning is introduced. Age appropriate pre-school academics are practiced.</b>
<b>Christianity</b>	<b>Bible stories, songs, and prayers are learned and enjoyed. The objective is to give each child an awareness of God's Love.</b>
<b>Socially</b>	<b>Participation in group activities and positive interaction with other classmates are encouraged.</b>

<b>Physically</b>	<b>The development of large and small muscle coordination is provided. Children play on equipment that is age appropriate.</b>

## **OUR PHILOSOPHY OF CHRISTIAN EDUCATION**

The Calvary Chapel Christian Pre-School 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 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, and school. Our belief is that God is sovereign now, in the past, and in that 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.

## **THE DEPARTMENT OF SOCIAL SERVICES**

The Department of Social Services is our licensing agency. They have the right and inspection authority to enter our 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.

## **ORGANIZATION**

Calvary Chapel Christian Pre-School 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. Calvary Chapel Christian Pre-school 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 early childhood Pre-school Department.

## **HOURS OF OPERATION**

**The Pre-School's Full-time hours are 7:30am - 5:30pm. School Day hours 8:00am – 3:00pm. The Pre-school's Part time Half Day hours are 8:00am - 12:00pm. School Day Pre-school hours are 8:00am –**

**3:00pm. Children may not be dropped-off before their contracted time. At CCCPS we must maintain Child/Teacher Ratios at all times. Please adhere to your child's contracted schedule.**

### **SPECIAL EVENTS**

School will be closed at noon or other designated times for special events or staff development meetings.

### **FUNDRAISING EVENTS**

**There will be 2 required fundraising events in our school year.** A buy out will be offered and mandatory if you do not wish to participate.

### **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; spiritually, mentally, and physically. Calvary Chapel Christian Pre-school is a ministry of Calvary Chapel of Downey. 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.

### **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. **Waivers are not accepted at this time.** 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 our school. Parents and children undergo a personal interview and tour of the facility with the Director and/or Administrator prior to the acceptance in the school. **A two week notice probation period will be given to all newly enrolled children to determine school readiness.**

## **Admissions**

### **ELIGIBILITY**

#### ***Parent Qualifications***

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, **it is essential the parents be in agreement with the philosophies and intentions of the school.** If, at any point during the school year, you, as a parent, find that you are in disagreement with the philosophy standards of Administration 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, without publicity, your child may be disenrolled from the school.

It is essential that the parents exhibit a lifestyle in keeping with the Christian 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 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 lifestyle, 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.

**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.

**\*\*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. We encourage parents to first address the classroom teacher regarding any questions or concerns.

**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.

### **ENROLLMENT PACKET REQUIREMENTS**

- Pre-registration Fee
- Licensing papers are complete
- Immunization Records complete
- The Physical Exam is complete
- Pastor's Questionnaires are complete **(required annually)**
- Administration/Director Interview
- Special Documentation
- Any court orders submitted
- Allergy Alert or food restrictions submitted
- Contract complete and signed

## **CURRICULUM**

“Learning through Play”. All classes will use Bob Jones Curriculum as a foundation.

Children will be engaged in daily creative play activities. They will socially interact with each other and learn a multiplicity of concepts. Children will develop language skills, attain socially acceptable behaviors and learn to negotiate with one another. Creativity will be encouraged during arts and crafts. They will be supervised at all times.

### ***Two-year-old class***

Children will be introduced to age-appropriate pre-school academics through toys, music, games and work sheets. The children will learn to socialize and communicate with their classmates. The two-year-old class will be introduced to letters, numbers, shapes, and colors in a twofold approach: Oral and Visual instruction. Academics will be taught through playful methods and fun activities.

### ***Three year old class***

Children will be introduced to age appropriate pre-school academics through the use of toys, music, games, work sheets will be introduced in the spring. The children in the three year old class will learn in a twofold approach: Oral and visual instruction. They will be introduced to numbers, letters, letter sounds, colors and shapes. The children will learn how to identify their written name. Academics will be taught using playful methods and fun activities.

### ***Pre-Kindergarten Classes***

The four- and five-year-old children will enjoy pre-school academics using a threefold approach: oral, visual, and written instruction. They will develop age-appropriate critical thinking skills. They will learn how to count, identify numbers, and practice writing their names. They will play academic games that allow them to categorize, sequence, and grasp advanced concepts. Pre-Kindergarten readiness activities will be introduced and developed in fun, age-appropriate ways.

The children, who will enter Calvary Chapel Christian School for Kindergarten, will require parent’s active participation to prepare them for a successful admittance. The parents who actively assume this responsibility will enhance their child’s success on the kindergarten entrance test and beyond. The application process will begin in the spring for CCCS. You will receive a Developmental Highlight in January, with an appointment schedule attached to meet with the teacher and/or the director to go over your child’s growth and development and readiness for kindergarten.

### **BIBLE CURRICULIM (all classes)**

The Bible, Jesus, and church are Truths that are tied into our everyday curriculum. In the classroom, the teacher will introduce the Bible and Bible verse that corresponds with the Bi-weekly theme. Children learn best through play, therefore various activities are used 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.

## **INJURIES**

Minor injuries will be treated by a staff member. An "Incident Report" will be completed whenever an injury has occurred. A staff member will administer first-aid treatment for a non-emergency medical treatment. For serious injuries a staff member will notify the parent and call 911. The child with a serious injury that requires transportation will be transported via ambulance to the nearest hospital. A staff member if allowed by the paramedics will accompany the child. All injuries are reported to the parent. All staff members are trained in CPR and in first-aid procedures.

## **DISASTER READINESS**

Monthly earthquake drills and fire drills are scheduled during the school year. The Pre-School follows specific procedures recommended by the Downey Fire Department and required by the Department of Social Services. In the event of a community emergency or disaster, a three-day food, water and medical supplies need to be reserved for each child on campus (a disaster fee will be billed through Playground). The Emergency kit will be used in the event of a major disaster.

## **PAYMENT POLICY (TUITION)**

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. Every family is given a contract agreement to sign that states the monthly amount of the tuition due.

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 the tuition, regardless of who makes the payment of tuition, fees or any other charges, as well as NSF checks, will be addressed to 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. (Any information requested by a non-contracted parent must be referred to the contracting parent.)

The monthly payment allows (10) monthly payments to be paid beginning August 1, with consecutive payments due on the 1st of each month. If the account is not paid before the 10<sup>th</sup> of each month, a \$50.00 late fee will be charged to your account. You cannot designate your payment for tuition if other charges exist on your account. Failure to submit tuition payment within 45 days of the due date may result in the school's withdrawal of the student from class until payment is made. An ANNUAL application fee of \$200 is required upon enrollment. Registration fees cannot be applied towards tuition charges and are non-refundable and non-transferable. We do not waive tuition due to extended family vacations or for the following Holidays:

The Holidays listed will be observed by CCCPS: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Easter (1 week), Memorial Day, Independence Day, Labor Day, Veterans Day,

Thanksgiving Day (1 week), \*Christmas Break (2 weeks)

## REFUND POLICY

All tuition submitted is non-refundable. Parents who withdraw their child without a 30 day written notice will be responsible for payment of the entire bill.

## 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, illness, or toilet training. (Title 22, Department of Social Services).

## ARRIVAL POLICY /DEPARTURE

**Full Time** children may arrive as early as **7:30 am**. **Part Time** children may arrive at **8:00am**. **Parents may not leave their child unattended in the classroom or playground at any time.** If you have any school age children and are dropping them off, you may not go through the Pre-School and enter the hallway that leads to the Elementary classrooms during the Pre-School hours. Children arriving after 9:00am will need Director's approval.

## TARDIES

Tardies adversely affect the student and disrupt other students in the class. It is the parent's responsibility to see that their child is at school and in class on time. School begins at 8:00am. Academic Instruction is between 8:00am-9:00am. Arriving to school on time is imperative and allows for a successful day. Academic Instruction Time includes: Circle Time, Letter and Number recognition as well as academic worksheets. Students arriving later than 8:40am would have missed the Academic Instruction portion of the day.

## SIGN-IN AND SIGN-OUT PROCEDURES

The State requires all children to be signed in and out with an adult's complete signature. We use the Playground app for electronic sign in/out. Your signature is considered legal documentation. Failure to sign your child in and out will result in a \$25.00 charge to your account, ***no exceptions***.

## LATE PICK UP AFTER 5:30PM.

A late fee of \$25 dollars will be charged for any child not picked up by 5:30pm. A \$25 dollar additional late fee will be charged every 15 minutes OR any part thereof. If a child is not picked up by 6:00pm, a sign will be on the Pre-schools 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

For the safety and Protection of the children, your child will be released only to persons 18 years of age or older whose names are on the **Family Registration form LIC 700**. Parents wishing to add/remove a person to their child's pick-up list on **LIC Form 700** may do so via Playground App at any time. **Children**

**will not be released to an individual that is not on the LIC FORM 700.** Any person requesting to remove a child from the school should be prepared to present his or her driver's license, for positive photo identification upon request. **NO EXCEPTIONS**

## **PARENT VISITATION**

Visitors (parents/adults) are welcome on our school campus if both the Director and each 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. 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 Parents must receive a security check in the office prior to entering the school. Parents must sign-in and wear a "Visitors Badge" the entire time they're on campus. Parents may not allow their infants or toddlers on the playground or in the classroom. Teachers are **not** to be asked to watch siblings or children not enrolled in the Pre-school. We also ask all adults not to assist other children. Only teachers may assist and re-direct students.

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 use to attending Pre-school before you decide to stay for a visit.

## **DRESS CODE CHILDREN**

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. Rubber sole shoes are recommended. Sandals will not be accepted. Parents must give the teacher an extra pair of 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. All sweaters, coats and jackets, should have the child's name on the label.

## **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. A sheet and blanket need to come from home. For soothing purposes each child may receive a gentle tap on the back from the staff. The parent or child may decline a gentle tap. Children that are being disruptive during nap time will result in a phone call to the parent. If the disruption continues, we will ask the parents to pick up the child before nap.

## **TOILET TRAINING**

All children must be potty trained in our three-year-old classes. If the child is not potty trained, they will be placed in our two-year-old class, and may be moved up to the three year old class when there is availability. The children must be able to use the toilet tissue themselves and wash their hands afterward. The child who is in the three-year old class who experiences frequent toilet accidents may be placed in

our two-year-old class until fully potty trained, **if there is availability. If not, dis-enrollment will result.** In our two-year old class, it is the parent's responsibility to provide an ample amount of clothing for their child. It is the Parents responsibility to "Potty-Train" their child. The teachers and staff in the 2yr old class will come alongside the family to encourage consistency. We ask that the parents be open to any suggestions given by the Pre-school staff regarding potty-training. All children will toilet-train using underwear and not "Pull-Ups". Students without an extra change of clothing will be charged a clean clothing fee of \$5 on Playground.

### **WITHDRAWALS**

**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. Withdrawal can be sought as well if the parent has a negative attitude towards the pre-school, staff, children, or other parents. Dis-enrollment will be immediate.**

### **BITTING POLICY**

Biting can cause serious bodily injury including infection. If a child bites another child or teacher the parent will be called immediately and an incident report will be filled out and a copy placed in the child's file. If a child bites a second time, the parent will be called for the child to be picked-up by the parent. A Behavior Plan will be set in place with the Director, Teacher and Parent, in order to help the child communicate their needs. If the child continues to bite after the Behavior Plan has been implemented then withdrawal may be sought.

### **LUNCH TIME**

Lunch time is scheduled from 11:30am-12:00pm. CCCP has a hot lunch program. Lunches may be purchased on a day-to-day basis for a \$5.00 via Playground App. The Lunch Menu is posted on our Parent Information Board. It is recommended that lunches from home be freshly cooked and packed daily with a cold pack or in a thermos to remain warm. We cannot open any cans or cook uncooked noodles. We cannot refrigerate any lunches. The staff will assist children with their food items.

### **SNACK TIME**

**All** children will be served a mid-morning snack. Both Snack and Lunch Menus are posted on our Parent Information Board. Full Time children will be given an afternoon snack in addition to the mid-morning snack, which will be after nap provided by the school. It is the parent's responsibility to notify the pre-school if their child has any allergies or food restrictions.

### **BIRTHDAY PARTIES**

Birthday parties will be celebrated monthly. Teachers will notify the "birthday child's" parents regarding what snacks or food items to provide for the celebration. The teacher will distribute the refreshment items during snack time. Watch for your teacher's announcements for birthday needs. Promotion and Birthday

Party invitations are not allowed to be passed out on campus. Calvary Chapel Christian Pre-school does not endorse any party or promotion gathering not hosted by Calvary Chapel Christian Pre-school 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 PARTIES**

All holiday parties will be planned by the teachers. Teachers will organize the parties and encourage the parents to assist. Sign-up sheets for refreshments will be posted in your child's classroom. Any special Holiday Lunch such as Thanksgiving Lunch will be prepared by the school and billed to the parents via Playground App.

### **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.

### **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 be picked up as soon as possible. If the parent refuses to pick the child up even after the Pre-school staff has explained the child's condition, the Department of Social Services will be notified. Ill children should be picked up 30 minutes after receiving a phone call from the Pre-school. Parents are required to notify the Pre-school if their child has a contagious disease or serious 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 should 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 and 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.

### **MEDICATIONS**

All medications must be brought into the Pre-School Office in their original container. If the office is closed, medication should be given to the morning staff person. Written instructions on a specific school form (LIC must be completed and accompany the medication before it can be dispensed. This procedure must be done daily when needed. **DO NOT PUT MEDICATION, INCLUDING COUGH DROPS AND VITAMINS, IN THE CHILDS LUNCH BOX, CUBBIE OR BACKPACK.**

### **SHARE DAY**

**No toys allowed at school.** It is up to the teacher's discretion if a Share Day is designated. All toys must be labeled with the child's name. **Children must keep all toys at home unless it is share day.** Any toys that are brought to school will be confiscated and returned to the parents. Staff are not responsible for lost toys. It is important not to share toys that produce negative play in our pre-school setting. Toy guns, ropes, or play weapons are not permitted.

“Transitional Toys” such as a stuffed animal “Stuffie” from home will be permitted with the approval of the Director. These “transitional toys” will need to stay in their child’s cubby and used for naptime. If the toy becomes a problem, we will ask parents **not** bring in the special nap toy.

#### **FULL TIME/ PART TIME PRE-SCHOOL POLICIES**

The full-time/part-time Pre-school is designed for parents who desire childcare between 7:30am through 5:30pm. The policies and procedures are designed to ensure quality care while giving parents fair and accurate statements.

1. The state law requires for all children to be signed in and out with an authorized individual’s full signature.
2. If the food is in a “zip-lock” bag, then you need to provide a plate. Please include a spoon or fork when needed.
3. Pre-school full time/part time program times of arrival and pickup must be set at half or full hour intervals. A pattern of scheduled days and hours must be selected.
4. Dis-enrollment from the full-time/part-time Pre-school program will be sought if a child’s behavior is not conducive to safe and positive play.