

Community Christian School

Handbook for Preschool/Daycare 2017 - 2018



Mission Statement

To produce students with a Biblical world and life view while educating the whole student in an environment of love, care and acceptance.

Non-Discriminatory Admissions Policy

Community Christian School admits students of any race, color, national/ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national/ethnic origin in administration of its educational and other school programs.

Table of Contents

Introduction Section

Administrative Team
Board Committee

Identification Section

Vision Statement
Core Values
Philosophy of Education
Mission Statement
Statement of Faith
Expected Student Outcomes
Goals and Objectives
School History
School Profile

Policies & Procedures Section

Admissions
Asbestos Compliance
Attendance Policy
Breakfast
Chaperone
Conferences
Correspondence
Curriculum
Daycare Licensing
Daycare Visits
Discipline
Disciplinary Action
Dress Code
Emergency Preparedness Plan
Extended Daycare
Field trips
Financial Information
Health and First Aid
Identification of Personal Property
Illness
Leaving the Campus
Loading and unloading zones
Office Hours
Parties
P.I.E. (Partners in Education)
Photographs
Pledges
Reporting on Child Abuse
School Day
Spiritual Development
Supplies Preschool/Daycare
Volunteers & Visitors
Withdrawal from School

Community Christian School

Administrative Team

Head of School/Principal – Laurie Beard
Assistant Principal – Lorelei Jackson
Preschool/Daycare Director – Esther Seaman

School Board Committee

Steve Menard
Chester Moore, Jr.
Andrew Toohey

Vision Statement

The vision of Community Christian School is to assist parents in providing a Christ-centered education for their children which provides a Biblical world-view and academic excellence in order to prepare them for a life of service.

Core Values

- The Bible is taught as the inerrant Word of God and has the power to change lives.
- The leadership, faculty, and staff of Community Christian School must be born-again Christians.
- Every aspect of education at Community Christian School is based on the truth as revealed in God's Word.
- Community Christian School strives to provide learning experiences that will engage students to achieve their full potential in Christ.
- The organizational principles and practices of Community Christian School are Biblical.
- Community Christian School partners with parents to establish life goals based on sound Biblical principles that lead their children toward a disciplined life in Christ.

COMMUNITY CHRISTIAN SCHOOL PHILOSOPHY STATEMENT

The philosophy of education at Community Christian School is based on the truth as revealed in God's Word. (John 17:7) The world is viewed as created by God (Gen. 1:1) and sustained by Him for the purpose of glorifying Him. Jesus Christ, the Son of God, is the "radiance of God's glory and the exact representation of His being." (John 14:9) Through Him the world was created and is sustained. (Col. 1:17) Christ is the mediator between the perfect God and sinful man. (II Tim. 2:5) The Holy Spirit regenerates, indwells, baptizes, seals, teaches, and guides the believer into all truth. (Eph. 1:13; John 16:8-13))

Though created in God's image, (Gen. 1:26-27) man has sinned and therefore has fallen completely away from God. (Rom. 3:23) Because of this, man cannot comprehend or discern truth on his own, nor give glory to God in his natural state. (1 Cor. 2:14)) It is only through a personal trust in the saving work of Jesus Christ that man is given a new nature in which to glorify God and perceive truth. It is through this new nature that the Spirit of God works. (II Cor. 5:17)

The educational model incorporates a three-fold approach in providing a context in which the Spirit of God works in the lives of believers. First, the knowledge about God as revealed in Scripture is the foundation for teaching our students to recognize a distinguished truth. (John 1:1) A knowledge of God's principles undergirds every discipline taught. (Isa. 28:10) Second, students are encouraged to integrate these principles in their minds and behavior. (Pro. 23:7; Eph. 5:8) Third, as students experience transformation in their lives, their nature becomes more like that of Jesus Christ, and their knowledge should result in an internal motivation to serve and thus glorify God. (Gal. 2:20)

The educational process is seen as a tool used by the Holy Spirit to bring the student into a right relationship with God, produce God's wisdom in him, and equip him to fulfill God's purpose for his life. (Eph. 1:17-18) As the student participates in this process, he should begin to expand his understanding of his own abilities, skills, and character qualities. The student should see himself as an integral and important part of his family, school, church, and society. The establishing of life goals and careers should be an outgrowth of sound Bible training. (I Cor. 12:12-27) This process should involve parents and teachers who are demonstrations of the power of Christ to transform lives. (I Cor. 11:1; Phil. 3:17)

The authority for this educational process comes from the first commandment which instructs man to love the Lord with his total being, and from God's instruction for parents to teach their children His ways. (Deut. 6:4-9; Luke 10:27) By delegated parental authority, Community Christian School is a partner in training and educating children. (Ps. 78:4-7)

COMMUNITY CHRISTIAN SCHOOL

Statement of Faith

1. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. **We believe** there is one God, eternally existent in three persons, the Father, the Son and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the Right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. **We believe** in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-12; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 16:19-20; Ephesians 4:30; 5:18).

Mission of Community Christian School

The mission of Community Christian School is to produce students with a Biblical world and life view while developing the whole student in an environment of love, care, and acceptance.

Community Christian School Expected Student Outcomes

Community Christian School seeks to produce in all students a Christian world-view who:

- know and have an on-going relationship with Christ
- know, understand, and apply God's Word
- understand the worth of every human being as created in God's image
- respond personally to carrying out the Great Commission
- serve God and others in the Body of Christ
- impact their world for Christ as servant leaders
- articulate and defend the Christian world-view
- understanding the basics of opposing world-views
- view the world as God's creation
- practice stewardship of God's creation
- understand/value a Biblical work ethic
- develop disciplined study habits
- realize/achieve academic potential
- are prepared in academic disciplines
- commit to life-long learning
- develop skills to question, solve problems, and make wise decisions
- appreciate/evaluate the fine arts using a Biblical world-view
- use technology to investigate, analyze, and evaluate information
- treat the body as the temple of God
- practice good stewardship (finances, time, talents, etc.)
- develop/understand the importance of personal integrity
- develop necessary life-skills
- develop effective communication skills
- gain knowledge/understanding of the cultures of other peoples/places
- practice/understand the importance of good citizenship

COMMUNITY CHRISTIAN SCHOOL OBJECTIVES/GOALS

Believing that the student should grow spiritually and morally, Community Christian School seeks to:

1. **LEAD** the student to a saving knowledge of Jesus Christ (Romans 10:9; John 3:16-17)
2. **GUIDE** the student to understand his position in Jesus Christ (II Peter 1:20-21)
3. **TEACH** the student to view godliness and sin according to God's Word (Psalms 139:13-16)
4. **TEACH** the student how to overcome sin (Psalms 139:13-16; Psalms 119:11)
5. **TEACH** the Bible as God's inspired word (II Timothy 3:15-17)
6. **TEACH** the student to know and obey the will of God as revealed in the Scripture (Psalms 119:105)
7. **DEVELOP** an appreciation for the Bible through daily reading, study, and memorization (Psalms 119:11)
8. **TEACH** basic Bible doctrines (II Timothy 2:13)
9. **TEACH** the student to integrate the Bible in all areas of life (Ephesians 4:12; II Peter 1:3)
10. **DEVELOP** an understanding of the nature and ministry of the church (I Corinthians 12:12-13)
11. **DEVELOP** an understanding of church leadership and each student's personal involvement (Ephesians 4:12)
12. **ENCOURAGE** the student to develop self-discipline and responsibility (I Timothy 4:7; II Timothy 2:15)
13. **TEACH** the student respect for and submission to authority (Ephesians 6:1-3; Hebrews 13:17)
14. **GUIDE** the student in the development of a personal prayer life (James 5:16)

In order to help the student's personal, social, and physical development, Community Christian School seeks to:

1. **HELP** the student understand that he is uniquely created in the image of God (Genesis 1:27)
2. **HELP** the student understand and develop his own abilities (Colossians 3:17)
3. **HELP** the student understand that others are uniquely created in the image of God (Genesis 1:27)
4. **TEACH** the student to treat others with love and respect (Leviticus 19:18; Galatians 6:7-9)
5. **GUIDE** the student to demonstrate good citizenship in his society (Matthew 20:20-28; Ephesians 5:16)
6. **GUIDE** the student in effective use of his time (Psalms 90:12)
7. **GUIDE** the student into a Biblical view of life and work (I Thessalonians 2:9)
8. **PROVIDE** the skills necessary for his life work (Romans 12:6-8; Proverbs 16:3)
9. **TEACH** the student that his body is the temple of God (I Corinthians 6:19-20; Ephesians 1:11)
10. **TEACH** the student to respect and honor persons of the opposite sex (Galatians 3:28; Ephesians 5:33);
11. **TEACH** the student that marriage and the family are ordained and instituted by God (Genesis 2:18-24)
12. **DEVELOP** proper attitudes toward marriage and the home (Hebrews 13:4; Proverbs 27:8)
13. **TEACH** the student to be a good steward of material blessings (Luke 12:42)

In order to foster academic growth and development, Community Christian School seeks to:

1. **PROMOTE** high academic standards (II Timothy 2:15)
2. **FOSTER** an appreciation for the joy of learning (Proverbs 2:1-6)
3. **HELP** each student realize his academic potential (II Timothy 3:14-15)
4. **HELP** each student become proficient in fundamental processes of learning (II Timothy 3:16-17)

5. **TEACH** the student to work independently (Ecclesiastes 2:10b)
6. **TEACH** the student to participate in group activities (I Corinthians 12:12-22)
7. **ENCOURAGE** the student in good study habits (II Timothy 2:15)
8. **DEVELOP** in each student the ability to think creatively and critically (Proverbs 3:21)
9. **GUIDE** the student in appreciation of our Christian and American heritage (Psalms 16:6)
10. **DEVELOP** in the student an awareness of current affairs (I Corinthians 12:32)
11. **DEVELOP** in the student an appreciation of God's world and man's responsibility in it (Romans 1:1-32)
12. **PROVIDE** opportunity for the student to participate in the fine arts (Psalms 150:1-6)
13. **PROVIDE** opportunity for the student to participate in technological skills.

Desiring school and home cooperation, Community Christian School seeks to:

1. **HELP** parents understand the purpose and program of the school (Psalms 78:1-8)
2. **ENCOURAGE** parent participation in the school (Deuteronomy 6:5-9)
3. **ENCOURAGE** school and parent cooperation in the training of children (Deuteronomy 6:7; Proverbs 9:18; Galatians 4:1-2)
4. **EDUCATE** parents in their specific roles and responsibilities (Ephesians 6:4)

History of Community Christian School

Community Christian School, organized in 1977 as a ministry of Community Church, began as one large classroom with thirty-five students, a teacher, and an aide. At that time, an individual-paced curriculum was used. Growth was immediate from the beginning. The school doubled in size the second and third years and has continued at a consistent rate. In the third year of the school, traditional classrooms replaced the individualized approach for pre-kindergarten through grade 8. In 1980, the school was expanded to include a preschool and daycare. In response to the need for Christian education at the secondary level, the board of Community Church decided to include a high school. In May of 1989, the first graduating class, composed of six students, graduated from Community Christian School. In the summer of 1990, the school was accredited by the Association of Christian Schools International for kindergarten through eighth grade. In 1991, the high school was added to the accreditation.

Originally the school was located in the church building on Sixteenth Street in Orange, Texas. In the mid-1980's, Community Church purchased a home adjacent to the church; this was used as the facility for the preschool and daycare. As the elementary and secondary schools continued to grow, more space was needed. Community Church was also experiencing rapid growth and also needed more space. The church began an extensive building plan. To accommodate the school during this time, the church leased an empty church building from the First Church of the Nazarene; the secondary classes were moved to that location. During the following four years, the school operated as a split campus. In the spring of 1994, the secondary classes were moved to the new church facility on Martin Luther King Drive, Orange, Texas. The preschool and elementary classes were moved during the 1994-95 school year. In June, 2002, Community Church built a 1200 seat sanctuary which the school uses for special occasions. The last phase of the building plan includes plans for a gymnasium and a secondary school addition to the building. The present building will be modified in order to better serve the church and the school.

The school has grown from the original thirty-five students to the present enrollment of over 300 students. Over 200 families from thirty-four area churches and ten communities throughout southeast Texas and southwest Louisiana are represented in the school. The 2016-2017 school year marks the thirty ninth year celebration of offering students an opportunity for Christian education. Our mission is to produce students with a Biblical world-view of life while developing the whole student in an environment of love, care, and acceptance.

POLICIES AND PROCEDURES

ADMISSIONS

Classes Available:

Babies/Toddlers

9 - 18 mos. Students must be this age by the first day of school.

PK2 Students must be 18 months on or before the first day of school.

PK3 Students must be three years old on or before September 1.

K4 Students must be four years old on or before September 1.

Enrollment Requirements:

1. Complete all enrollment forms.
2. **(New Students)** Provide a copy of child's birth certificate. (not hospital form).
3. **(New Students)** Provide an official immunization certificate.
4. **(New Students)** must have a "Physician's Report" signed by a physician.
5. Read & sign *Parent/Student Handbook Acknowledgement Form* on or before 1st day of attendance.
6. Return to school secretary for approval.
7. Make payment to bookkeeper in business office.

8. No student may begin class until **all** enrollment requirements are completed.

Other enrollment policies:

1. Official enrollment is through the School Registrar & Business Office.
2. CCS offers daycare to students enrolled in Preschool and grades K5 – 6th.
3. K3 students must be potty trained.

Nondiscriminatory Admission Policy

Community Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

ASBESTOS COMPLIANCE

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response ACT (AHERA) which became effective December 4, 1987, an Asbestos Management Plan has been prepared for

Community Christian School, 3400 Martin Luther King, Jr., in Orange, Texas. This facility was constructed with strict requirements that no asbestos containing materials be used. An exclusion of asbestos letter prepared by the architect is included with the management plan.

A copy of the management plan for the facility is available for review. If you wish to see the plan, contact the Community Church business manager by calling (409) 883-4498.

ATTENDANCE POLICY

Students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

A parent or designated person must sign-in and sign-out his child each day whenever the adult brings the child in or picks the child up inside the building or the K4 pick-up line.

MEALS

CCS serves an a.m. snack (for all preschool), a p.m. snack (for those enrolled in daycare) and a lunch that meets the DFPS minimum standards guidelines for daycares. If your child brings breakfast items to school, it must be nutritious **and meet the approval of the teacher in charge. Please do not send breakfast items that are high in refined sugars.**

CHILD ABUSE HOTLINE

The child abuse hotline is 1-800-252-5400.

CHAPERONE

Anyone desiring to chaperone field trips, etc., must attend chaperone training. All chaperones must have a criminal history check.

CONFERENCES

We encourage parents to sit in and observe their child's class at least once during the school year; however, classroom time not suitable to conference with your child's teacher regarding your child's progress or addressing any concerns.

We ask that parents schedule conferences before or after school or during the teacher's break time. This will help ensure that the children are adequately supervised at all times while providing a more private setting for parental concerns.

Scheduled parent-teacher conferences are encouraged at any time during the school year. To facilitate a conference, parents are asked to call the preschool at 409-883-4531, ext. 101, leave a message on the preschool voice mail or send an email. The teacher will respond to your call at the earliest convenient time to make arrangements for a conference.

1. A parent or guardian, child's teacher, preschool/daycare director (and/or school principal) may meet for any of the following reasons:

- a. if child needs to repeat a preschool class for the next school year
- b. to discuss assessment for

speech or other learning challenges

- c. to discuss child's academic progress
- d. to discuss ways parents can help support and team with the school to enhance the child's growth and development
- e. agreement for appropriate action needed for child to correct behavioral issues

2. Conference will always begin with positive statements regarding child's behavior, academics, talents, abilities, etc.

3. Conference will always end in prayer for wisdom, etc.

CORRESPONDENCE

Teachers will regularly correspond with parents to inform them about the child's progress and needs. This correspondence may be accomplished through written notes, e-mail, phone, texting or paperwork sent home with the student. Class programs, holidays, field trips, and teacher workdays are scheduled during the year, and written notices are posted and/or sent home with each child. **A back pack must be sent to school and taken home every day; it is a carrier of important information and should be checked daily by the parent.**

CURRICULUM

Community Christian School provides quality curriculum materials from Christian and secular publishers whenever possible. The curriculum will cover these topics weekly or daily depending upon the age and developmental level of the students:

1. Bible
2. Phonics
3. Number concepts
4. Language Arts, Literature, and Poetry
5. Art, Music
6. Sharing times (show and tell)
7. Structured play and supervised free play
8. Manners, Safety, Good Hygiene
9. Science
10. Writing
11. Social Studies, Geography

DAYCARE LICENSING

CCS has a state licensed daycare. Parents can review a copy of the Minimum Standards and the child-care center's most recent licensing inspection report by contacting the daycare director at 883-4531 ext. 101.

The local licensing office can be contacted at 285 Liberty, Beaumont, TX 77703, (409) 951-3304 or www.tdfps.state.tx.us/childcare.

PRESCHOOL OR DAYCARE CLASS VISITS

Parents may visit the child-care center at any time during the child-care center's hours of operation to observe their child, the child-care center's operation, and program activities, without having to secure prior approval. You are expected to check in with the receptionist and preschool or daycare director.

DISCIPLINE

A signature by the parent(s) or guardian(s) indicating that they have read and support the discipline policy

must be received as a prerequisite to final acceptance and enrollment of each child. This is found on the enrollment form and detailed information is provided here in the Parent/Student Handbook in the subsequent section.

Good discipline begins in the classroom environment and should be free from confusion, disorder, and anti-social behavior. Discipline is more than outward pressure. It involves personal responsibility on the part of the student, the parent, and the teacher.

With a preschooler, true discipline progresses from external regulation to self-discipline. It is expected that Christ-like behavior will be the norm. Community Christian School seeks to cooperate with parents to develop the following characteristics in their children:

1. Cheerful obedience to all those in authority.
2. Cleanliness and sanitary practices exhibited through care of self and school/church property.
3. Cooperation with others at all times.
4. Courtesy and respect for others and school/church property.
5. Christ-like conduct in regard to Recreational activities, social relationships, language and other interactive venues.
6. Promptness in attendance.
7. Responsibility and promptness in completing assigned tasks.
8. Truthfulness and honesty.

DISCIPLINARY ACTION

When a student's behavior is unacceptable, the school staff will employ the appropriate action for guidance in appropriate behaviors. The following steps may be used to help students achieve appropriate behavior and attitudes:

1. Use of praise, positive rewards, extra privileges when earned.
2. Verbal warning to students regarding inappropriate actions.
3. Loss of designated privileges such as: loss of outdoor playtime – 1 minute per age of child, loss of indoor center time or play time – 1 minute per age of child.
4. Natural consequences to actions – played with food and drink creating a mess – child must clean it up.
5. Time out or “sit out time” in a “sweet chair or thinking chair”.
6. Written correspondence with parents through the student's behavioral documentation sheet contained within his/her folder, emails or text messaging.
7. Verbal correspondence with parents via phone calls or personal conferences from teacher, director and/or school principal.
8. Removal from school if CCS is unable to meet the child's needs.
9. NO CORPORAL PUNISHMENT – NO SPANKING is allowed on the CCS campus or property.

If your child complains about a policy or discipline, please follow these procedures:

1. Give the teacher the benefit of the doubt.

2. Realize that a child will report from an emotionally biased viewpoint. All the facts may not be presented or may be distorted.
3. Supporting the school by calling the teacher first to obtain all the facts which is critical to achieving a viable solution.

When an unacceptable situation arises with a student, the following procedures may be used:

1. The teacher will try to handle the problem privately with the student - not in front of the class.
2. If the teacher is unsuccessful in correcting the child's behavior, help from the parent(s) will be solicited.
3. If the problem continues, a conference will be scheduled with the parents, teacher, director and/or principal.
4. Expulsion or removal is only considered after every effort has been made to alleviate inappropriate behaviors.

DRESS CODE

Neat, conservative dress will be required for both boys and girls.

Girls - may wear dresses, skirts, pants, and modest shorts with tops that cover the midriff. No tank tops. Shorts should be worn under their dresses or skirts.

Boys – may wear pants and modest shorts with appropriate tops. No tank tops.

All students are required to bring and keep on hand an extra change of clothing for emergency use. Please put the extra

set of clothes in a clear, plastic bag marked on the outside with the child's name and on each piece of clothing (appropriate to weather conditions). **All clothing must be marked with the child's name.** Two sets are needed if child attends daycare. Label all outer clothing that may be removed. (coat, sweater, gloves, etc.

If any preschooler is unable to snap or unzip pants, wearing elastic waist pants is required.

If your child needs a clean change of clothes or diaper, it is the parents' responsibility to provide these items promptly.

HAIR

Neat, conservative, natural color hair styles will be required for both boys and girls.

Hair for the boys is to be clean, neatly trimmed, out of the eyes and above the collar. Hair styles should not include tails. No lines, letters, symbols, etc. are to be cut into the hair.

Girl's hair is to be clean, neat and out of the eyes.

SHOES

Athletic shoes, closed toed shoes, and closed back shoes are required. A parent may be called to bring an appropriate pair, if necessary. Preschool children should wear socks or footies with footwear and velcro, rather than shoes that tie, are greatly encouraged and appreciated.

Other – Earrings for boys are not acceptable. Tattoos (stick-on or real) for boys and girls are not acceptable. (If a child already has a tattoo at the time of enrollment, it must be kept covered.) For safety reasons and the prevention of loss or breakage, jewelry is not recommended. Hooped, dangling earrings for girls is unacceptable. CCS will not be held responsible for lost or damaged jewelry.

Please note: Situations with the appearance code may occur that are not covered in this handbook. The administration will handle these at their discretion.

DROP OFF/PICKUP

Full-time daycare students may be dropped off as early as 6:45; drop-in students may arrive as early as 7:15 and not incur a daycare charge. You may escort your child to the classroom to greet the teacher. Conferences with teachers during their duty may become a safety concern for children needing total supervision. Therefore, please do not engage any teacher (unless off duty) in a conversation or conference at drop-off/pick-up time.

At pickup, parent(s) must wait by the front desk for their child to be brought to them.

EMERGENCY PREPAREDNESS PLAN

Procedures for the following types of emergencies include:

1. Severe weather threatening the facility will initiate a move of

children to central hallways and interior rooms. It is recommended that parents not remove children from the building until the weather emergency has been dismissed.

2. Fire alerts require that all occupants of the building exit to a predetermined outdoor location.
3. Shelter in Place by direction of local authorities will require that no one enter or leave the building until the local authority gives an all clear. If the emergency is for a chemical or hazardous material, then all occupants will be moved to the main sanctuary and the room sealed shut. For other reasons such as potential criminal activity in the area the exterior doors will be locked and admission will be allowed based on the local authority's directions.
4. Stranger in the Building. Alert will initiate a planned response by the staff. In an emergency, information can be obtained from:
Mrs. Laurie Beard, 409-920-9181
Mrs. Patrice Bates, 409-886-0788
5. Removal from the location is very unlikely. In the event that we must vacate the facility, students will be moved to the soccer/baseball practice field that is on the southeast side of the campus.

DAYCARE PROGRAM

Full-time or drop-in daycare is available for children 18 months through 6th grade

(not available for specific class entitled “9 to 18 months”) arriving between 6:45 a.m. – 7:15 a.m. and those remaining 15 minutes or longer after preschool dismissal time (2:30 p.m.). The daycare closes at 6:00 p.m.

If a child is not enrolled in full-time daycare, and arrives at school before 7:15 a.m., a drop-in charge is incurred at a rate of \$4.75/hour. (This rate is applied for any part of the hour that is used.)

Parents of children enrolled in the daycare program can choose a full-time or a drop-in basis plan (as space is available). The full-time daycare fee will be prorated for **August** for students enrolled in the full-time daycare program. Lunch and snack is provided for preschool children staying in the full-time child care program. There is no reduction in fee for those choosing to bring a lunch.

FIELD TRIPS

Occasionally, classes take trips to interesting and educational places as a vital part of the instructional program. Fees may be charged to cover expenses. For children to participate, parents are required to sign the Field Trip Release Form when the child is enrolled. **Parents assisting with field trips or attending field trips are not to bring other children who are not enrolled in CCS or siblings. Parents who are in direct supervision of children must comply with the safety/security policies of the school as designated in the chaperone training meeting.**

FINANCIAL INFORMATION

Tuition is used to pay for salaries, suppliers, and services for the school year. **It is important that each student’s fees be paid in a timely manner enabling the school to meet its financial obligations.**

The following is a list of fees and specific payment dates. This list may not include all fees and obligations. Students/parents will be notified of other expenses as they occur.

Registration Fee – Any student that completes enrollment or re-enrollment after May 1, will have a registration fee. This registration fee is non-refundable and non-transferable.

Tuition: Tuition is an annual fee payable as outlined below. The first tuition installment is due on the earliest of the following applicable dates:

1. One full payment on August 1 or
2. Two payments of one-half the yearly tuition, the first on August 1, or the date the student begins school; and the second payment on/or before December 1; or
3. Ten monthly installments equal to 1/10 the annual tuition beginning August 1, and concluding with the final payment on May 1.
4. Students enrolling after the school year begins must pay tuition for the month in which the student begins classes plus the student insurance fee and all fees. Payments are then due the first of each month concluding with the final payment on May 1.

All payments are due in the business office on the 1st and are late after the 20th. The school is not responsible for payments not given directly to the business office. After the 20th, if payment has not been received, a final notice will be sent. A final date will be stated on the final notice. If payment is not received by final notice date, the student cannot return to school. **If any part of an account becomes delinquent, the student will not be allowed to receive a progress report, participate in graduation ceremonies, or receive school records until the account is current.** Termination of enrollment may result from continued delinquency in payments. Should a check be returned for any reason to the school from the bank, the tuition account will be assessed a service charge. Should two checks be returned for the reason of “non-sufficient funds”, all further payments are to be made by cash, money order or credit (debit) card.

Daycare Billing – If any change in status, the parent must notify the bookkeeping office by the 1st school business day of the month or be held accountable for the daycare rate in effect on the first of the month.

A parent whose child is enrolled in full time or drop-in day care may change their child’s status the first school day of the month. All changes will be acknowledged by the business office in writing and will require parental signature.

The annual daycare fee includes regular school days and any additional non-school days listed on

the school calendar. **Daycare for the 2017-2018 school year ends on the last day of school.** Attendance on any school, Thanksgiving, Christmas, Spring Break or Easter holiday requires prior sign-up requesting child care in order to secure adequate staffing. **Childcare is not available during school holidays for the specific class entitled “8 to 18 months old”.**

Drop-in Daycare - fees are due and payable before the 20th of the month for the prior month’s use. The final payment is to be made the last day of school in May and must be made in the school business office. **(Drop in daycare is not available for the specific class entitled “8 to 18 months old”).**

Full-Time Daycare (not available for the specific class entitled “8 to 18 months old”) - fees are due the first day of school or the first day the student enrolls and on the 1st school day of each month thereafter. The last payment is due May 1.

Sign Out – All children attending daycare on a drop-in basis or full-time basis **must** be signed out daily. **If a child is not signed out, the parent will be charged for daycare until 6:00 p.m.** The sign-in/out book is kept in the preschool reception area.

Late Pickup - After 6:00 p.m., a late fee of \$10.00 is assessed for each 15-minute increment for each child. (Ex. 6:01-6:15 - \$10.00, 6:16-6:30 - \$20.00, 6:31-6:45 - \$30.00, etc.) **This fee will be added to your monthly bill.**

Withdrawal - Parents must notify the school two (2) weeks prior to withdrawal. **Parents are responsible for tuition and daycare fees up to the point of withdrawal.** (Tuition is a yearly amount that may be paid in monthly installments.)

Payments and Invoices – For the 2017/2018 school year beginning June 1, 2016 payments will be accepted by any of the following three methods: (1) Payments can be made at the main business office at 3400 M. L. King Orange, Texas 77632. Payments will be accepted from 8:00 a.m. until 4:00 p.m. In the months of June and July payments will be accepted Monday through Thursday 9:00 a.m. until 3:00 p.m. Payments can be made in cash or by check. (2) Payment by mail with personal check or cashier checks only. (3) Payment on line. Payments can be made by direct withdrawal, credit card or debit card. *The online payment system is a function of our Shelby accounting system and will require a different user name and password than the school RenWeb Administrative System. It is the bookkeeping desire that payments will be made online.*

The online feature of the new payment system will also serve as the method of distributing monthly invoices. Individuals can anticipate invoices being posted online no later than the 7th of each month with payment due by the 20th. **Payment is considered made if it is hand delivered to the business office on or before the 20th or if mailed it is post-marked on or before the 20th.** Online payments are considered on time if they are posted on or before the 20th.

Individuals without internet access can request invoices at the business office or can request balances due by telephone. Payments are considered late and late fees are incurred after the 20th of each month for balances of \$25.00 or more.

Use of the online system requires the following steps:

1. Go the school web site ccsorange.org
2. Select the payment button.
3. Enter the user name and password (User name is your e-mail address. Use the forgotten password key to obtain your password)
4. Select the Community Christian School payment tab.
5. Follow the directions on screen.

Questions can be directed to the Business Office at 883-4531 ext. 103. Leave a message so your call can be returned. Messages can be left 24 hours a day.

GANG FREE ZONE

Community Christian School and Preschool is a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of any child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

HEALTH AND FIRST AID

Prevention and Control of
Communicable Diseases

A. Immunizations – CCS complies with the Texas Department of Health requirements for immunization.

Exceptions:

1. Medical contraindications

The student must present an affidavit or a certificate signed by a physician, duly registered and licensed to practice medicine in the U.S., in which it is stated that, in the physician's opinion, the immunization required would be injurious to the student's health. Unless a lifelong condition is specified, the affidavit or certificate is valid only one year from the date signed by the physician, and must be renewed annually for the exclusion to remain in effect.

2. Religious conflicts/Reasons of conscience

To claim an exclusion for reasons of conscience, including a religious belief, a signed affidavit must be presented by the child's parent or guardian, stating that the child's parent or guardian declines vaccinations for reasons of conscience, including the person's religious beliefs. The affidavit will be valid for a two-year period. The student who has not received the required immunizations (for reasons of conscience, including religious beliefs) may be excluded from school in times of emergency.

B. Exclusion from School -

If a child exhibits any diarrhea, vomiting, has unexplainable rashes, fever, or shows any sign of communicable illness, the parent or emergency designated person will be called to pick up the child from school promptly. The child must be isolated from other children while waiting to be picked up.

Re-admission to school will be:

1. When a child is fever-free (temperature less than 100 degrees F orally, 99.6 armpit) for at least 24 hours, he is eligible to return to school.
2. Head lice - after treatment and the child is **nit-free**. The school nurse or a designated person must examine the child for absence of nits upon return to school.
3. With a physician's statement that the student is no longer communicable, (necessary in cases of mumps, measles, chicken pox, etc.) or;
2. After a period of time corresponding to the communicability of the disease as established by the Commissioner of Health, and student must be admitted by the school nurse or designated person.

C. Growth and development - weight and height measurement Sept./Oct. and March/April.

Examination of scalp for head lice as needed.

D. Provision for Emergency and First Aid Care:

Students with minor injuries will be given first aid and returned to class after five to ten minutes observation. First aid shall be administered in accordance with the American Red Cross or American Heart Association procedures.

Students with serious injuries will be given first aid and parents notified immediately. If warranted, student will be taken to the hospital by school vehicle or ambulance. If parents are not available at time of transfer, designated school personnel (with the emergency permission on the enrollment form) will accompany and remain with the student until the parent/guardian assumes responsibility.

E. Administration of Medication by School

Employees of the school may administer medication to a student provided:

1. The school has received a dated, written and signed request to administer the medication by the parent/guardian.
2. In order for school staff to administer prescription medication, the medication must be in the original container and have an affixed prescription label with the student's name, name of the drug, and the directions concerning dosage. Instructions about the duration of administering the medication period should be included.
3. In order for non-prescription medication to be administered, it must be in the original container and age appropriate. A written request for staff to administer the medication, signed and dated by the parent/guardian, is required with instructions concerning dosage. Parents must carry the medication in and give to the school nurse or a designated person. The student must **NOT** carry the medication with him/her or administer it to himself/herself unless specified by a physician. All medication is to be kept

in the nurse's station. Any loose medications in plastic baggies or unmarked containers will be confiscated.

IDENTIFICATION OF PERSONAL PROPERTY

All student property must be clearly identified by name and preferably phone number or address.

ILLNESS

If your child is not well enough to participate in all school activities including recess, please keep your child at home.

LOADING AND UNLOADING ZONES

Students should unload under the carport on the west side of the building. K4 children leaving after the preschool program will be dismissed at the Sikes Road carport (north side). For safety purposes, please stay in your car in the line and let your child out only at the designated area. Teachers will not release children in any other area unless there is a function that blocks the carport area.

SCHOOL BUSINESS OFFICE HOURS

Office hours are from 7:30 a.m. until 4:00 p.m. Telephone number before and after this time is: 883-4531, ext. 101.

PARTIES

Five class parties will be planned each year. These include Thanksgiving, Christmas, Valentine, Easter and End of the Year. Room mothers and volunteers help to plan and prepare for these parties. Any class parties not held on campus must be approved by the administration. **Any letters sent out from room mothers must be approved by the school administration. Parents assisting with parties or visiting in the room during parties are not to bring siblings or other children.** CCS does not acknowledge Halloween. We also downplay any emphasis on Santa Claus, the Easter Bunny and Cupid in our celebrations.

P.I.E. (PARTNERS IN EDUCATION)

P.I.E. is a group composed of parents, teachers, and administrators who work corporately to enrich educational opportunities for students. P.I.E. provides classroom enrichment materials and equipment to the preschool department. Meetings are scheduled on the school calendar or via correspondence. All parents are encouraged to attend; a small fee is required for P.I.E. membership.

PHOTOGRAPHS

Fall, class, and spring portraits are taken annually. If parents wish to purchase pictures, they will be advised of the cost.

A Photo Release Form must be signed during the enrollment process.

PLEDGES

Pledge of Allegiance to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag:

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Pledge of Allegiance to the Bible:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path. I will hide its Word in my heart that I might not sin against God.

RELEASE OF CHILDREN

1. At time of enrollment, parents must list individuals who are eligible to pick up their child, including the relationship and phone number of listed individuals. Person(s) picking up the child must be prepared to show a valid driver's license; otherwise the child will not be released. It is the parent's responsibility to update the pick-up list in person. Phone calls are not acceptable.
2. A copy of the designated pick-up individual's driver's license be

- made and kept with the child's enrollment/information/registration form.
3. The pick up person must show sobriety.
 4. All children released must be signed out, indicating the time, the designated pick-up person's first initial and last name. Sign in/out book is located at the desk in the preschool hallway.

REPORTING ON CHILD ABUSE

1. We live in a society that is highly regulated. One of the unfortunate issues in our society is child abuse. The State of Texas has chosen to adopt laws that are believed to be in the best interest of the children. Regardless of anyone's feelings about these laws, Community Christian School will obey these laws.
2. Chapter 261 of the Texas Family Code requires any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must immediately make a report within 48 hours. **The person who fails to make a report commits a Class B misdemeanor.**
3. State agencies, after such a report has been made, may come to the school to interview the child and the teachers. Section 261.303 of the Texas Family code provides that a person may not interfere with an investigation of a report of child abuse or neglect conducted by the

Department of Protective and Regulatory Services or any designated agency and provides for court orders to be allowed on good cause if admission cannot be obtained.

The Child Abuse Hotline is 1-800-252-5400.

SCHOOL DAY

The following school hours will be in effect this year:

8:00 a.m.- 2:30 p.m.

For childcare before and after preschool programs, refer to Daycare Program.

SPIRITUAL DEVELOPMENT

Community Christian School does not recognize a separation between spiritual and secular life. Every activity of the day, including play, should be as worship to God. Some of the spiritual goals for our children include:

1. Understanding God's unconditional love for all people.
2. Knowing that God values us and we are uniquely created.
3. Learning and understanding Bible stories and truths.
4. Memorizing scripture.
5. Applying scripture and biblical principles to everyday life.
6. Creating opportunities to express thankfulness and love for God.
7. Discovering and enriching each child's individual giftings and talents.

SUPPLIES FOR PRESCHOOL/DAYCARE

For a student enrolled in the preschool/ daycare program, the following items are required:

- *Tri-fold nap mat (available at Walmart, Mannings online or School Aids in Beaumont)
- *Towel or small blanket to cover with
- *A king size pillowcase (if mat is not Cloth-covered)
- *Small pillow (optional)
- *Extra set of seasonal clothing (put in plastic bag; label clothing and bag with child's name)
- *Baby wipes
- *(optional) A soft, noiseless sleep toy
- *Diapers and/or pull-ups (if not potty trained)
- *Other items as requested by the teacher

Label each article with child's name.

VOLUNTEERS & VISITORS

Parents visiting or volunteering in the classroom must report to the receptionist, sign in and obtain a name badge before proceeding to the preschool hallway area. During school hours, the Director will escort visitors/volunteers to the appropriate classrooms.

Any person working or volunteering with children other than his/her own, must have a current criminal history/background check on file.

WITHDRAWAL FROM SCHOOL

Parents must notify the school office two weeks prior to withdrawal. **If a student attends one day of any month, the**

parent is responsible for tuition payment for that entire month and any daycare fees.

Please note: Situations may occur that are not covered in the handbook. The administration will handle these at their discretion. This handbook is subject to necessary changes during the school year. We do not require our employees to have annual vaccinations.

03/04/16