

# **Community Christian School**

Preschool/Daycare

Handbook

2020 - 2021



## **Our Mission**

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.

## **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. It does not discriminate on the basis of race, color, national/ethnic origin in administration of its educational and other school programs.

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# Community Christian School

## Administration

**Head of School/Principal** – Loretta Goericke

**Administrative Asst.**- Denise Sylestine

**Preschool/Daycare Director** – Taryn Quinn

**Preschool/Daycare Asst. Directors** –Lisa Hogan

## Board of Directors

Joseph Beadle

Steven Menard

Sarah Hinton

Elvis Rushing

Stephen Howard

Darrin Williams

Guy Menard

Rocky Wilson

## **Vision Statement**

The vision of Community Christian Preschool is to assist parents in providing a Christ-centered education for their children, which provides a Biblical worldview and academic excellence in order to prepare them for a life of service. Our goal is to give children a solid foundation in Christ at a young age that stays with them for years to come, as they grow older.

## **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 Jesus.
- 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 Jesus.

**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 PRESCHOOL

### *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 who's 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).

## **2020-2021 School Profile**

**School:** Preschool - 12<sup>th</sup> grade non-denominational school founded in 1977

**Student Body:** Preschool through Grade 12

**Class size:** 5-18

**Calendar:** There are 10 months in the Preschool year

**Curriculum:** Frogstreet, Baby Can Read, Bible curriculum

**Grading Reports:** K2, K3 students – 2 assessments a year

K4 students – 3 assessments a year

**Daycare:** State licensed daycare available for 5mos. - 6<sup>th</sup> grade

**Hours of Operation:** Open 6:45 a.m. until 6:00 p.m.

## **ADMISSIONS**

### ***Classes Available: Babies/Toddlers***

**5 - 17 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 1<sup>st</sup> day of attendance.
7. Make payment to bookkeeper in business office.
8. No student may begin class until **all** enrollment requirements are completed.

### **Other enrollment policies:**

1. CCS offers daycare to students enrolled in Preschool and grades K5 – 6<sup>th</sup>.
2. Any child enrolled will be on a 45-day probation period. If Community Christian Preschool is unable to meet a child's needs based on emotional, social, educational or behavioral reasons the child will be released at the

end of the probation period. The 45-day period allows the child enough time to transition, and adjust to the new atmosphere, along with day-to-day activities.

### **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. Every child must be here by 9:00 a.m.! This is to minimize class disruption and help the child stay on schedule with the rest of the children. If the child has an appointment please get an excuse and let us know 24hrs in advanced if a child will be coming in late.

A parent or designated person must sign-in and sign-out their child each day whenever the adult brings the child in or picks the child up inside the building or the K4 pick-up line. NO ONE UNDER THE AGE OF 18 MAY SIGN A CHILD IN OR OUT! This is a state law.

### **MEALS**

Community Christian Preschool provides a morning snack for all ages (unless too young to eat table food), and an afternoon snack for those in afternoon daycare. We provide lunches that meet the DFPS minimum standards guidelines for daycares. If your child brings breakfast/snack items to school, it must be nutritious **and meet preschool guidelines. NO DONUTS, NO CANDY, and NO HIGH SUGAR snacks please. It makes a noticeable difference in preschool age children's behavior, usually resulting in them crashing hard.**

### **CHILD ABUSE HOTLINE**

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

### **COMING PREPARED**

If your child does not have what they need for the day or is out of compliance with school policies, parents/ guardians will not be allowed to leave their child in our care. This will result in a violation notice posted to the child's account. It is vital that the children and staff have what they need to provide a successful day.

*Examples: not coming with backpack, no nap mat, dropping off past 9:00AM, not having an extra change of clothes.*

### **CONFERENCES/MEETINGS**

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 409-330-4734 and leave a message with a good day/time, someone from preschool will get back with you to confirm.

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

1. If child needs to repeat a preschool class for the next school year
2. To discuss assessment for speech or other learning challenges
3. To discuss child's academic progress
4. To discuss ways parents can help support and team with the school to enhance a child's growth and development
5. Agreement for appropriate action needed for child to correct behavioral issues

Conference will always begin with positive statements regarding child's behavior, academics, talents, abilities, etc. Each conference will always conclude 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, Bright-Wheel, and paperwork sent home with the student. Class programs, holidays, events, 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 Preschool 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

### **DAYCARE LICENSING**

Community Christian Preschool is 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 409-330-4734.

The local licensing office can be contacted at 285 Liberty, Beaumont, TX 77703, (409) 951-3304 or [www.tdfps.state.tx.us/childcare](http://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 check on their child, the child-care center's operation, and program activities, without having to secure prior approval. Parents are not allowed to sit in class and may only view from window. You are expected to check in with the receptionist and preschool or daycare director and must be present with one of them while doing so.

### **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 Preschool 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, BrightWheel, 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 Community Christian Preschool 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.

### **Biting & Excessive Violence Policy**

Biting is an unfortunate but not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. Our goal is to help identify what causes a child to behave in this way and to resolve their behavior. If the issue cannot be resolved, this policy serves to protect our children from future negative experiences. If a biting incident occurs, state regulations require that the parents of the children involved be contacted. However, the names of the children not belonging to each parent cannot be disclosed.

#### **When Biting or Violence Does Occur:**

Our staff strongly disapproves of biting and violence. Our desire is to keep our children safe. We will do this by directing students who behave in a disruptive manner toward the appropriate responses. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

#### **For the child that was bitten:**

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. Documented incident is recorded in Brightwheel.

**For the child that bit:**

1. The teacher will firmly explain to the child what they should use their teeth, hands, legs, and etc. for in a positive manner.
4. The child will be placed in time out for no longer than the child's age (one minute per one year).
5. Behavior is logged in Brightwheel and parents are notified.
6. Parent/ teacher conference will be set up with the Preschool Director to discuss a plan of action to help the child to succeed in the preschool/daycare environment.

**When Biting & Excessive Violence Continues:**

1. The child will be given positive attention and approval for positive behavior.
2. The child will be shadowed to help prevent any biting or violent incidents.
3. The child will be observed by the classroom staff to determine what is causing the child to bite or act out in a violent manner (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.

**If biting or violent behavior becomes excessive:**

1. If a child inflicts 3 bites or excessive violence in a one-week period (5 weekdays) or causes injury in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child's parent/

guardian will be contacted and the child will have to be picked up immediately. He/she cannot return till the next day.

2. If the child again inflicts 3 bites or excessive violence in a one-week period (5 weekdays) or causes injury in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, will be sent home and cannot return for 2 business days.

3. If a child once again inflicts 3 bites or excessive violence in a one week period (5 weekdays) or causes injury in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be sent home and cannot return to preschool/daycare until parents have set up a meeting with the Head of School and the Preschool Director to evaluate the child's behavior at the preschool/ daycare.

Community Christian School retains the right to withdraw a student from preschool/daycare if no meeting has been made by the parents of the child.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again. If a child bites twice in a 4-hour period, the child will be required to be picked up from preschool/daycare for the remainder of the day. This will not count towards the 2-day leave from preschool.

Community Christian Preschool retains the right to send a child home if behavior is unmanageable, too disruptive, and interfering with other students well being.

\*\*\*This policy is effective January 1, 2019. All past experiences of biting or excessive violence are not included in this policy, as this policy was not in effect at the time of biting. All biting and/or excessive violence occurrences from today forward will be counted towards a child's total biting incidents.

## **Dress Code**

### **PRESCHOOL (K2-K3)**

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 & 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.

## **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 with footwear. If your child cannot yet tie their own shoes Velcro shoes, rather than shoes that tie, are greatly encouraged and appreciated.

## **PRE-KINDERGARTEN (K4)**

### **Shirts**

**Monday – Thursday:** Royal blue uniform polo with School Logo and khaki shorts, skirt, or pants.

**Friday:** School Spirit Shirt may be worn on Friday's with jeans, or khaki shorts, skirt, or pants.

**If your child is not in dress code you will not be allowed to drop child off or asked to bring a change of clothes and a violation will be put on your account.**

### **Shoes**

Athletic shoes ONLY.

No heels more than 2 inches

No cleats, soccer sandals, jandals, house shoes, cowboy boots.

**Other** – Earrings for boys are not acceptable. No necklaces, these can be a choking hazard at naptime. If bracelets, watches or other accessories are a distraction they will be placed in your child's backpack. Community Christian Preschool is not liable for any lost or broken jewelry or accessories.

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. Please allow your child to be escorted to classroom by the teacher at the preschool desk.

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 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. Heather Pulliam 409-474-2299
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 6<sup>th</sup> grade **(not available for specific class entitled "5 to 17 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 childcare program. There is no reduction in fee for those choosing to bring a lunch.

## **FINANCIAL INFORMATION**

Tuition is used to pay for salaries, supplies, 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 enrolls in Community Christian Preschool will have to pay an enrollment fee when they turn in their enrollment paperwork. 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 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 student insurance registration and supply fee. 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 1<sup>st</sup> and are late after the 20<sup>th</sup>. The school is not responsible for payments not given directly to the business office. After the 20<sup>th</sup>, 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 1<sup>st</sup> 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 2020-2021 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 "5 to 17 months old".**

*Drop-in Daycare* - fees are due and payable before the **20<sup>th</sup> 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 "5 to 17 months old").**

**Full-Time Daycare (not available for the specific class entitled "5 to 17 months old")** - fees are due the first day of school or the first day the student

enrolls and on the 1<sup>st</sup> 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 5-minute increment for each child. (Ex. 6:01-6:05 - \$10.00, 6:06-6:10 - \$20.00, 6:11-6:15 -\$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 2020/2021 school year beginning August 1, 2020 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 can be made in cash, by check or by kiosk. (2) Payment by mail with personal check or cashier checks only. (3) Payment on line using Shelby Systems from the school website, [www.ccsorange.org](http://www.ccsorange.org). 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.*

Individuals can anticipate invoices being posted online no later than the 7<sup>th</sup> of each month with payment due by the 20<sup>th</sup>. **Payment is considered made if it is hand delivered to the business office on or before the 20<sup>th</sup> or if mailed it is post-marked on or before the 20<sup>th</sup>.** Online payments are considered on time if they are posted on or before the 20<sup>th</sup>. 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 20<sup>th</sup> 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 [www.ccsorange.org](http://www.ccsorange.org).
2. Select Shelby Systems – online payments under helpful links.
3. Enter the user email address and password.
4. Select the Community Christian School tab, scroll down on statement and select pay statement.
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 childcare 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 POLICY**

### 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 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. Medical 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. Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. The child must be isolated from other children while waiting to be picked up.

### **Symptoms requiring removal of child from day care:**

**Fever:** Fever is defined as having a temperature of 100°F or higher; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)

**Diarrhea:** runny, watery, bloody stools, or 2 or more loose stools within a 4-hour period.

**Vomiting:** 1 or more times in a 24 hour period. This is at the preschool staff's discretion. Note: please do not bring your child if they have vomited, had diarrhea, or had fever in the night. They must be a full 24 hours diarrhea, vomiting, and fever free. Your child can be turned away if it has not been a full 24 hours.

Children can be sent home due to frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm. Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

**Just a note:**

In our post-COVID season, we are vigilant in protecting the health of our children and staff. If you are uncertain about your child's health, please call ahead to avoid being denied access at the front desk. We may require a doctor's decision as to whether your child is contagious. We appreciate your cooperation in this matter.

***Re-admission to school will be:***

1. When a child is fever-free (temperature less than 100 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;
4. 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.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to preschool/day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your preschool

director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

**B. *Growth and development:*** We will conduct a weight and height measurement each Fall (Sept./Oct.) and Spring (March/April). As needed, we examine a child's scalp for head lice.

**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. Medication dosage directed by the parent must follow age and weight dosage limits on medication directions.

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.

### **BREASTFEEDING INFANTS**

A private, designated area located in the nursery of preschool is available for mothers who must breastfeed their infants.

### **VISION & HEARING SCREENINGS**

Vision and hearing screenings are given to children age 4 and up every year during the month of September. Parents will be notified of any findings that require further examination by a professional.

### **ILLNESS**

Community Christian School is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

### **SICK CHILD POLICY**

Under no circumstances may a parent/ guardian bring a sick child to daycare. If a child shows any signs of illness (**see B. Exclusion from School & Re-admission to school**) or is unable to participate in the normal routine and regular day care program, they will be sent refused admittance or be sent home immediately. There are no exceptions to this policy.

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

### **SICK CHILD PICK-UP POLICY**

If a child needs to be picked up and we cannot reach the parent or emergency contact to have the child picked up within an hour, then ***CPS will be contacted.*** It is imperative that we are able to reach someone in the case of emergency or regarding any issues that may arise. If a child proves to not have a readily available emergency contact, then the student will not allowed to attend until one is verified.

### **COVID-19 POLICY**

Due to COVID-19 other policies have been put in place according to state childcare listening and the preschool administration. If a student shows any illness symptoms (coughing, sore throat, fever, aches/chills, runny nose, wheezing, vomiting, diarrhea, etc) they will be sent home, and asked to not return until they are symptom free without the use of medication. Temp checks will take place at the front desk each morning at drop off and through out the day if needed.

### **LOADING AND UNLOADING ZONES**

Preschool parents and students should unload under the carport at the front of the building. The child **MUST BE** walked and checked in by the parent. Other designated drop-off and pick-up persons must be 18 years or older.

### **BUSINES OFFICE HOURS**

Office hours are from 8:00 a.m. until 4:00 p.m. Telephone number before and after this time is: 883-4498, ext. 103.

### **PARTIES**

There are typically five class parties will be planned each year. These include Thanksgiving, Christmas, Valentine, Easter and End of the Year. Parents will sometimes be asked to bring items or help prepare. **Parents assisting with parties or visiting in the room during parties are not to bring siblings or other children.** Community Christian Preschool does not acknowledge Halloween. We also downplay any emphasis on Santa Claus, the Easter Bunny and Cupid in our celebrations.

### **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, and registration form.
3. The pick-up person must show sobriety.
4. The pick-up person is required to be at least 18 years old.
5. All children released must be signed out on Brightwheel tablet.

### **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.

## **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 gifting's and talents.

## **SUPPLIES FOR PRESCHOOL/DAYCARE**

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

- \*Tri-fold nap mat and large plastic bag to put it in for sanitation purposes(available at Walmart, Manning's 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

- \*A soft, noiseless sleep toy (optional)
- \*Diapers and/or pull-ups (if not potty trained)
- \*Other items as requested by the teacher

**DO NOT SEND SENTIMENTAL OR VALUABLE ITEMS**

**Label each article with child's name. Mats cannot have rips or tears.**

**VIOALATION AND DISMISSAL FROM SCHOOL**

If a parent/student is not in compliance with our handbook policies and procedures you will not be able to drop-off or you will receive a violation on your account. After 3 violations you will be dismissed from the daycare.

**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 preschool director and 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.**

