

Community Christian Preschool

Handbook for Preschool/Daycare 2021 - 2022



Mission Statement

The mission of Community Christian School is to equip students to walk in truth, embrace excellence, and impact the world for Christ.

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.

3400 Martin Luther King Dr. * Orange, Texas 77632 * (409) 330-4734 www.ccsorange.org

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/COVID-19
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
Violations and Dismissal
Volunteers & Visitors
Withdrawal from School

Community Christian School

Administrative Team

Interim Head of School/Principal – Sarah Hinton and Dr. Stephen Samuel
Administrative Asst.- Denise Sylestine
Preschool/Daycare Director – Taryn Quinn
Preschool/Daycare Asst. Directors –Lisa Hogan

Board Committee

Joseph Beadle
Sarah Hinton
Stephen Howard
Guy Menard
Steven Menard
Elvis Rushing
Tim McMillan
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 world-view 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 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 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).

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 Preschool 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 PRESCHOOL OBJECTIVES/GOALS

Believing that the student should grow spiritually and morally, Community Christian Preschool 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 Preschool 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)

2021-2022 School Profile

School:	Preschool - 12 th grade non-denominational school founded in 1977
Student Body:	Preschool through Grade 12
Class size:	PK 5-18
Faculty:	5 full-time teachers; 1 part time teachers; 1 Assistant Director
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 th grade Open 6:45 a.m. until 6:00 p.m.

POLICIES AND PROCEDURES

ADMISSIONS

Classes Available:

Babies/Toddlers

- K1** Students must be 5-17 months on 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.
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 – 6th.
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.

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. 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 serves 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 meets 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 out of compliance with our policies you will not be allowed to drop off or you will have a violation on your account. It is important that the children and staff have what they need to have 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.

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, Brightwheel, 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.

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 unfortunately 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. As a Preschool/Daycare, we understand that biting, unfortunately, is a part of the preschool setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting or Violence Does Occur:

Our staff strongly disapproves of biting and violence. The staff's job is to keep the children safe and help a child that bites or acts out in a violent manner learn different,

more appropriate behavior. 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 in the Incident Log.

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.

When 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 **PRE-SCHOOL (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 there 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 broke 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 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, unless notified and the preschool must show down.
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 preschool rooms and the rooms are 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 Taryn Quinn 409-920-8130.
 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.
 6. Notifying Parents for emergency situations is done through our Brightwheel program, and followed up by a phone call to the parents or the child's emergency contact. It is imperative you have access to Brightwheel and have an emergency contact listed that is up to date.

DAYCARE PROGRAM

Parents of children enrolled in the daycare program can choose a full-time, preschool hours, or 2 day program. If a child in K2-K4 is not enrolled in full-time daycare and picked up after 2:45 they will be billed the \$5 hourly drop in rate for any part of an hour that is used. The full-time daycare fee will be prorated in August for Kindergarten-6th students. After that the full amount is due at the beginning of each month. Lunch and 2 snacks are provided for preschool children staying in the full-time childcare program. There is no reduction in fee for those choosing to bring a lunch. Anytime Kindergarten-6th grade students are out of school and attending preschool all day they will be required to bring their own lunch.

See Preschool Registration packet for price and hour breakdowns.

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 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: Please see payment contract located in the registration packet or you may obtain a copy of the original the parent has signed to register the child.

1. Weekly tuition is due on Monday and considered late on Wednesday at 4:00PM and the child's account will receive a late payment fee. If you have not paid by Wednesday you may not bring your child until your account is current.
2. K4 parents will be charged a graduation fee. The fee is determined on costs of gowns, caps, diplomas and other supplies needed. The parents will notified of the fee and when it will be billed to their account head of time. The fee is broken down into two payments.
3. Two Day Program billing is due on a monthly basis and is consider late after the third working day.
4. ***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 bill and required to be paid at the next time of tuition.**

If there are any questions about account balance please notify the school and preschool bookkeeper Gaye Gormier gayec@ccornage.org or call 883-4531 ext. 103. Leave a message so your call can be returned. Messages can be left 24 hours a day.

Parents are responsible for tuition and daycare fees up to the point of withdrawal.

1. Pay online with Tithe.ly at ccsorange.org
2. On the Tithe.ly app
3. Check or Cash

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 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 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. 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.

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 after 24hrs of being fever free WITHOUT medication. DEPENDING ON THE CONDITION a child might be able to return after being on antibiotics for 48hrs. If a child receives an antibiotic for an ear infection, he/she may return to preschool/daycare immediately if he/she has been free of other symptoms mentioned for at least 24 hours. Please keep in mind that even though that child is permitted, usually they are still uncomfortable and would much rather be at home with parents. 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. It is at the director's and administration's discretion whether a child may return or not (even if you have received a doctor's note).

C. 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. It is imperative that we are able to get in contact with parent or someone on child's paperwork in case of an emergency.

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 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 bags 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. Parents will be notified of any findings that require further examination by a professional.

IDENTIFICATION OF PERSONAL PROPERTY

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

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 bring a sick child to daycare, if the child shows any signs of illness or is unable to participate in the normal routine and regular daycare program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

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

PICK-UP POLICY

If a child needs to be picked up and we cannot reach the parent or emergency contact and 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 any other issues that may arise. If there is no one that can come pick-up a child then the student is not allowed to attend until they have a pick-up person available in case of illness or emergency. It is at the discretion of the director, administration, and pastoral staff if a situation requires dismissal from the daycare.

COVID-19 POLICY

Due to COVID-19 other policies have been put in place according to state childcare licensing 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 the child, or you will receive a violation on your account. After 3 violations you will be dismissed from the daycare. It is at the discretion of the director, administration, and pastoral staff if a situation requires dismissal from the daycare. If any threats or misconduct take place between parents and staff members the family will be dismissed from the daycare immediately.

Please note: Situations may occur that are not covered in the handbook. The preschool director, administration, and pastoral staff will handle these at their discretion. This handbook is subject to necessary changes at any time and the updated handbook will be posted on the ccsorange.org website located under the preschool tab.