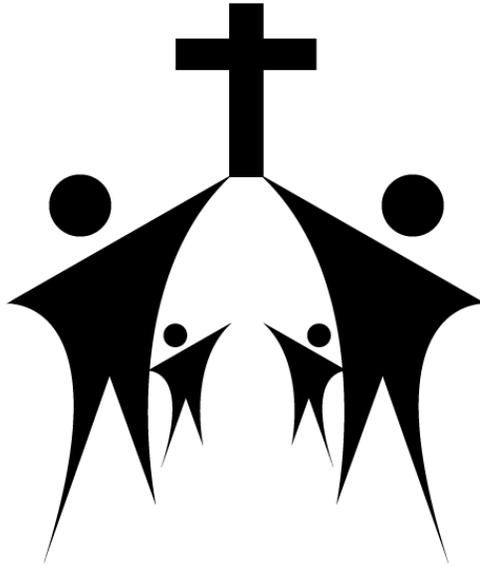


Christ the Cornerstone Academy



40 Years of Excellence

Preschool Parent Handbook

2019-20 Academic Year

www.ctc-academy.org

(858) 566-1741

Preschool Handbook

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This Policies and Procedures Manual is the property of Christ the Cornerstone Lutheran Parish Board of Christian Education. The Board of Christian Education may make changes to the handbook at any time. The Board of Christian Education Secretary is responsible for the updating and keeping of the Policies and Procedures Manual.

Revised March 2019

THE PARENT PLEDGE

In order to assist your child in getting the most out of a Lutheran education, we would ask that parents pledge themselves to fulfill the following responsibilities:

- ❖ To pray for my child and all involved in his/her education
- ❖ To provide a Christian atmosphere in our home which is the most vital influence in my child's life
- ❖ To attend worship services faithfully with my child and to involve the family in Bible Study
- ❖ To encourage and admonish my child to obey teachers' and school rules cheerfully and promptly
- ❖ To cooperate with, and to uphold the teachers, in the exercise of Christian discipline and in the training of my child
- ❖ To go directly to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15)
- ❖ To take an active role in parent/teacher conferences, meetings and other education programs that provide "parenting" help
- ❖ To take an active role in seeing that my child's assigned homework is completed and to provide an opportunity for completing the task
- ❖ To take into account my child's extra-curricular involvement and to encourage completion of these activities
- ❖ To fulfill my financial obligation to Christ the Cornerstone Academy, realizing the importance of prompt payment

With the grace and help of God, I,
a Christ the Cornerstone Academy parent,
pledge to follow through on the objectives stated above.

HISTORY & PHILOSOPHY

The Lutheran Church, Missouri Synod establishes and maintains Christian preschools and elementary schools in the United States, thereby giving tangible witness to the importance our National Church places on training our children in fundamental doctrines of Christian faith. For this purpose, Christ the Cornerstone Academy was established in 1978. We want our children to be truly brought up in the nurture and admonition of the Lord through daily contact with the great teachings of the Holy Bible and the love of Christ. **"Train up a child in the way he should go, and when he is old he will not depart from it."** Proverbs 22:6 At Christ the Cornerstone Academy, Christian Education makes a difference – *not CHRIST AND EDUCATION, but CHRIST IN EDUCATION.*

OBJECTIVES

We believe that, in order to “Grow in the grace and knowledge of our Lord and Savior, Jesus Christ”, II Peter 3:18, we should have the following objectives:

- ❖ To develop sincere Christians who practice Christian living when dealing with God and fellow men
- ❖ To develop in our children an understanding of the Christian’s obligation to make full and wise use of his/her God-given talents, time and treasures
- ❖ To develop in our children a positive, Christian self-image so that they know they are created and loved by God
- ❖ To guide the children in their development spiritually, socially, intellectually, physically, and emotionally
- ❖ To develop in our children the ability to think clearly and to employ good work habits
- ❖ To develop in our children a competence in all subjects in the curriculum
- ❖ To maintain a curriculum superior to local schools such that children leaving our school find themselves prepared for attendance at the school of their choice
- ❖ To aid each Christian home in its primary responsibility of educating and training children in the discipline of faith and love
- ❖ Teach students how to treat others with respect and to avoid bullying behaviors toward other classmates.

The objectives of a Christian education cannot be accomplished fully in a school day. It is very important to have the same aims and directions being reinforced in the home.

During the year we encourage the school children to share their joy in Christ with the members of Christ the Cornerstone Lutheran Church in worship service. We urge you to share this experience with your child. If you have no church affiliation, feel free to make Christ the Cornerstone your church home.

If you have any questions, please call Pastor Tom Meyer at 858-566-1741 or email: tom.meyer@ctc-academy.org. Brochures that explain the Lutheran Doctrine are available in the office.

Church and School Structure

Jesus Christ

Voter’s Assembly

Pastor

Executive Board

Parish Council

Board of Christian Education

Administrator

Daycare Director
Daycare Staff

Elementary School Teachers
Aides

Preschool Director
Preschool Teachers

ADMISSION POLICIES

Non-Discrimination Policy

Christ the Cornerstone Academy welcomes 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. Christ the Cornerstone does not discriminate based on race, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school programs.

Members of our congregation support Christ the Cornerstone Academy and as such we serve the needs of our church families first. However, families not making CTC their home church but who display a sincere desire for a Christian education will be considered for admission to the school as well.

Enrollment Requirements

All students are required by law to have an official immunization record and birth certificate on file. Parents of all students entering Christ the Cornerstone Academy are required to have their child's immunization records up to date before he/she begins school. A TB test is highly recommended by State Health Department authorities, and therefore, will be part of the entrance requirements for all students at CTCA unless considered not at risk by a Physician. Proof of a negative Mantoux skin test will be required of all new students. All children must have reached their 2nd birthday prior to attendance. All 3-year-olds and 4-year-olds must be fully toilet trained prior to attendance in the 3 and 4-year-old programs.

- ❖ A child entering the 2-year-old program must be 2 years old.
A child entering the 3-year-old program must be 3 years old and toilet-trained.
- ❖ A child entering the 4-year-old program must be 4 years old and toilet-trained.

(These dates may change in the upcoming school years pending California Law changes).

Enrollment Priorities/Timetable

Enrollment for the fall begins each year in March. The priority list and timetable to enroll are as follows:

- ❖ Children already enrolled from the previous year may start re-enrolling March 1st.
- ❖ Siblings of currently enrolled students and children of the members of our congregation may enroll beginning March 1st.
- ❖ Children of members of sister churches and children from the community may enroll starting April 1st provided space is available.
- ❖ Our preschool is year-round from September through August.
- ❖ Should a family decide to take the summer months off they **MUST** turn in a 30-day written notice to the **school office**. Withdraw notices will not be honored if they are turned in to the classroom teacher. Students must maintain an active student status for the priority Fall enrollment to be maintained. If a new family wants to enroll and start immediately and your spot is the only one left, you will be notified immediately and given 24 hours to begin active enrollment. If the parent does not respond within the 24 hours or chooses not to enroll immediately, the spot will be given to the new child and the registration fee will be refunded. This compromise is only valid from April 1st-August 31st.

Re-enrollment

Parents wishing to re-enroll their child must fill out an enrollment application. The account must be current before the application will be accepted. All other required paperwork must be completed and submitted before the fall session begins.

Enrollment Packet

Listed below are the forms contained in the enrollment packet. **It is important that all be filled out and submitted to the office prior to school attendance.**

- ❖ Enrollment Application
- ❖ Tuition and Fee Schedule
- ❖ Enrollment Contract
- ❖ Child's Immunization Record
- ❖ Child's Pre-admission Health History - Parent Report
- ❖ Emergency Contact/Consent for Medical Treatment
- ❖ Physician's Report with TB test completed unless written exemption received from Physician
- ❖ Notification of Parents' Right
- ❖ Notification of Personal Rights
- ❖ Parent Student Handbook
- ❖ Acknowledgement of Receipt of Family Handbook
- ❖ Copy of Birth Certificate
- ❖ Volunteer Forms

Placement

The placement of children in a group is determined by age and development level. We want your child to be placed where his/her needs will be met and interest will be challenged. Occasionally, it is necessary to move children or combine groups. Every effort will be made to keep changes to a minimum.

Trial Period

There is a six-week academic and disciplinary trial period for each student at the beginning of the year or upon entry into the school. When problems arise, the teacher will make an appointment for a conference with the parents and the administrator.

Withdrawing for Any Reason

A 30-day written notice is required when withdrawing a child for any reason. Withdrawal notices must be picked up from and submitted to the school office. Withdrawal notices will not be honored if they are turned into the classroom teacher. Payment is required for the 30 days following the date the notice is received in the office.

Waiting List

Siblings of current students and children of members of our congregation are given top priority on the waiting list.

REGISTRATION FEES & TUITION

Registration Fees

Registration fee is **non-refundable and non-transferable**, except when the school determines it is unable to meet the needs of the student within the first six weeks of enrollment.

Tuition

Annual tuition is computed based on the number of school days for the school year. It will not be prorated in months with holidays and vacations. It will not be prorated as well when your child goes on family vacation. It will not be prorated if the child is sick and has to stay home per school health policy. Tuition will not be prorated if the school is closed due to unforeseen circumstances.

Discounts

Families who are members of Christ the Cornerstone Lutheran Church and members of sister Lutheran churches will receive membership discounts as set by the Board of Christian Education and by the Board of Elders of our church. An application should be filled out and submitted with the enrollment papers. Both groups are expected to attend at least 50% of scheduled worship services, take Holy Communion on a regular basis and contribute proportionately of their income, as God has blessed them, through weekly/monthly offerings. The Board of Elders of Christ the Cornerstone Lutheran Church will review their eligibility for the discount at the end of each semester. An unsatisfactory review will require correction within 30 days, or the discount may be subject to cancellation.

Discounts are also given to families who have multiple siblings, 10% the second child and 15% for the 3rd child. The eldest child will be considered the 1st child for bookkeeping purposes.

A referral fee of \$100.00 will be credited to a student's account if a family is referred to the school. The family must inform us of the referral at the time of enrollment. The student referred must attend the school for a minimum of three months before the account is credited.

Tuition Collection

Tuition is due and payable by the 1st of the month beginning in September and ending in June for Elementary School. For Preschool, they are due the 1st of the month beginning in September throughout the year if applicable.

Statements are emailed to the individual families.

Payments are to be made payable to CTCA and may be dropped in the payment box located in the back of the Chapel. If cash payments are made, they must be given to the Accounting Office only.

Past Due Accounts Procedure

It is the expectation of the Board of Christian Education that tuition payments are paid on a timely basis. The procedures below are established in order to maintain the guidelines in the event of late or non-payment of tuition:

1st Step: If payment is not received by the 5th of each month, a reminder email will be sent. If payment has still not been made within two days of the reminder email, an email notification will be sent indicating that a late fee has been applied. If you are late, please contact the Accounting Office **prior** to the end of the month to discuss when payment can be made. Payment arrangements must be made in writing.

2nd Step: Action **may** be taken that your child may not be able to return to school if payment is still not made by the end of the next statement date. At this point, you are now reflecting a 60-day or two-month delinquent status, and your child's admission status is at stake.

3rd Step: After 90 days, your child will no longer be able to return to school and the Accounting Office will send your account to a collection agency immediately and/or report the delinquency status to the Credit Bureaus. This action will be confirmed via a certified mail to you.

It is the Board's intention that in extreme instances, your situation may be reviewed by the School Administrator. Please keep in mind that prompt payment of tuition is fundamental to the operations of CTCA.

SCHOOL HOURS, ARRIVAL/DEPARTURE POLICIES

School Hours

Full day program - 7:00 am – 5:00 pm. If a child is picked up after 5:00 pm you will be charged daycare fee of \$3.00 per half hour. If picked up after 6:00 pm it will be \$1.00 per minute.

Half day program – 8:00 am – 12:00 noon. If a child is brought to the school before 8:00 am and picked up after 12:00 noon you will be charged daycare fee of \$4.00 per half hour.

Arrival

A child must be brought into the school and released to the staff. A parent or designated person must sign the child in on their designated class sign in sheet, located in front of the classrooms each day. For the benefit of the child and to keep class interruptions to a minimum, all children should arrive at school no later than 8:30 am daily.

Departure

For safety reasons, a student will not be dismissed with anyone except a parent/guardian or those listed on the emergency form or someone designated by the parent in writing. Whoever picks up the child must sign out on the sheet provided for each class. Make sure the staff is aware that the child is leaving.

(Your account will be charged a fee of \$20.00 if a child is not signed in and out properly.)

Parking/Loading Zone Area

Please do not use the parking area closest to the classroom building to park your cars. This area is reserved for the staff.

The loading zone area by the main building's double wooden doors is for drop off and pick up of students already waiting outside. Please do not park cars in this area and leave them unattended nor sit in the car in this area waiting for children to be dismissed.

The south and north gates are *not to be used for entrance* by students or parents. Children are instructed not to open the gates for anyone. **Please do not ask a staff member, parent, or child to break a school rule.**

ATTENDANCE

If for some reason a child will be unable to attend school, please let the office know no later than 10:00 am on the day of the student's absence.

If you will be taking a vacation, please notify your child's teacher and the office of the dates your child will be absent. Please consider what your child will miss if you take vacations at times other than scheduled school vacations.

Church and Sunday School Attendance

Because this is a Christian school and we are emphasizing "CHRIST IN EDUCATION" church services and Sunday school attendance are vital parts of the pupil's education. The school urges parents to enroll their child in a Church and a Sunday School of their choice.

DRESS CODE

We encourage preschool children to express independence and personal responsibility. So we urge parents to dress their children in clothing that is easy for them to manipulate when using the restroom facilities.

The children should also come to school ready to work and play comfortably. Children get messy as we do a number of arts and crafts. We do wear aprons when painting, but keep in mind that this is not a full proof measure against some paint on clothes. A good rule of thumb is not to dress children in anything you would be concerned about getting dirty.

Mark your child's jackets/sweatshirts with his/her name with permanent markers.

Shoes must be closed-toed and comfortable. Flip flops, Crocs, and strappy sandals are not appropriate. Your child will not be permitted to attend school if they are not wearing appropriate footwear. This is for the safety of your child.

All preschool children must have an extra change of clothes here at school. Please put a shirt, pants, underwear, and socks in a Ziploc bag with the child's name on it.

ACADEMICS

Curriculum

Christ the Cornerstone Academy was established to provide a balanced educational program in a nurturing Christian environment for the children. Our staff will provide the opportunity for intellectual, emotional, physical, creative, social, and spiritual development of every child. The Board of Christian Education has chosen the **Abeka Christian curriculum and the Concordia religion series** to achieve these goals. Childhood is a time for fun, but also a time for learning. It is a time for developing new relationships with the world and the people in it, for exploring, and becoming independent, and meeting a whole range of new challenges. Every child is given the opportunity to develop his/her abilities in the same measure as the Lord has blessed him/her.

In keeping with the philosophy of CTCA, all subjects are taught in the light of God's Word.

The curriculum is designed to:

- ❖ Foster positive self-esteem
- ❖ Provide opportunities for creative expression
- ❖ Support the development of social skills such as sharing, cooperation, generosity, and empathy
- ❖ Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in practical uses of words
- ❖ Enhance fine and gross motor skills
- ❖ Stimulate cognitive problem-solving skills

Developmentally appropriate activities are planned and implemented in each group. The daily schedules provide for a balance between child-directed and teacher-directed activities, quiet and active time, and inside and outside play. Children have daily opportunities to read books, use a variety of arts and media, explore math and science materials, music experience, and work alone or together with friends.

DISCIPLINE

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

Positive guidance techniques used by the staff will include but are not limited to:

- ❖ Recognizing and encouraging appropriate behavior
- ❖ Developing reasonable and clear rules and expectations in each group
- ❖ Redirecting children into positive behaviors
- ❖ Enforcing limits and rules consistently and fairly
- ❖ Helping children to identify and express feelings in acceptable ways

Aggressive behavior is never accepted.

The Following Behaviors Are Considered Inappropriate and Unacceptable:

- ❖ Causing physical harm to another by hitting, biting, kicking, throwing objects, and/or any other dangerous physical actions.
- ❖ Continual use of inappropriate language, spitting, verbal abuse, or degradation by children directed at other children or adults.
- ❖ Destruction of property.
- ❖ Repeated non-compliance by the child with the rules and routines of Christ the Cornerstone Preschool and/or failure to listen to instructions by caregivers.
- ❖ A child's behavior that is potentially harmful to themselves or others.

In case of any continued behavior that is potentially harmful to your child, other children or property, you will be notified immediately. A behavior notice will be sent home with the child. Failure to correct repeated behavior may result in suspension or ultimately expulsion.

Please discuss with your child's teacher any changes at home that may affect your child's behavior at school. We expect 100% parent support on discipline and reinforcement of behavior at home that we expect from your child in school.

Types of Disciplinary Actions

- ❖ Phone Call/ Note Home/ Behavioral Report/ Conferences - A staff member may do any of the above in order to explain the problems he/she is encountering and request the parent(s) to take appropriate action.
- ❖ Suspension - Suspension results in the child being removed from the school and all school functions. Upon being suspended, the child must be removed from the school by the parent or guardian and will not be readmitted until the duration of the suspension is completed, and a conference between the Staff member, Administrator and the Parent(s) is held. Board of Christian Education will be notified.
- ❖ Probation - A student may be given one more chance to succeed and any further offense of a serious nature may result in expulsion. The Board of Christian Education will be notified.
- ❖ Expulsion - A student may be asked to leave the school immediately and for the remainder of the school year or for a period as set forth by the School Administration/Preschool Director. Parents may request a meeting with the Board and Principal to review this decision. Request for such a meeting must be in writing within seven days of notice.

Behavior Requiring Disciplinary Actions

Preschool Biting Policy

Since a child's behavior is the ultimate responsibility of the parents, the parents will be expected to see that their child conforms and complies with acceptable standards of behavior within the preschool environment.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at our school is our primary concern. The school's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The staff will encourage the children to "use their words" if they become angry or frustrated. The staff members will always maintain a close and constant supervision of the children.

The following steps will be taken if a biting incident occurs at our school:

The biting will be interrupted with a firm "No...we don't bite people!"

- ❖ Staff will stay calm and will not overreact.
- ❖ The bitten child will be comforted.
- ❖ Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- ❖ The wound of the bitten child shall be assessed and cleansed with soap and water and ice applied.
- ❖ The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report for the bitten child and the Behavior Report for the Bitter). *Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services within 7 calendar days.*
- ❖ **Confidentiality of all children involved will be maintained.**
- ❖ The bitten area should continue to be observed by parents and staff for signs of infection.

If biting continues:

- ❖ Classroom staff will meet with the Preschool Director on a routine basis for advice, support and for strategy planning.
- ❖ Every occurrence will be documented. The report will indicate location, time, participants, behaviors, staff present, and circumstances.
- ❖ The staff will let all parents know that there is a problem and the procedures that will be followed to deal with it.
- ❖ Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- ❖ Teach non-biting responses to situations and reinforce appropriate behavior.
- ❖ Adapt the program to better fit the individual child's needs.
- ❖ Be mindful of children who tend to be bitten: Head off biting situations.
- ❖ Teach responses to potential biting situations: "No" or ""Don't hurt me!"
- ❖ Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
- ❖ Hold a conference with the parents of the biting child to develop a written plan of action.
- ❖ Schedule follow-up meetings or telephone conversations as needed.

- ❖ Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.

If an occurrence happens more than 1 time in one day the parent/guardian may be called to pick up the biting child. The School Administrator and Preschool Director will determine the duration of time the child will be removed from the classroom. If it is deemed in the best interest of the child, the school, and the other children, the child may be terminated from our school enrollment for the duration of the biting stage.

For 2-year-old students, the first two biting incidents in a school year will be handled at school per the policy listed above. Notices will be sent home. Following a third incident, the biters parents will be called, and we will send the child home for the day. After a fourth incident, the child will be terminated from enrollment for the duration of the biting stage.

For students in the 3 and 4-year-old classes, the first biting incident will be handled at school per the policy listed above. Following a second incident, the biters parents will be called, and we will send the child home for the day. After a third incident, the child will be terminated from enrollment for the duration of the biting stage.

Suspension Policy

Suspension of a child from the school is an action which provides an immediate removal of a child from the classroom environment. This unusual policy will be implemented when our school deems a child’s behavior or needs creates a threat to the safety, health, or welfare of children and/or staff. The purpose of suspension is to provide an immediate closure to a threatening situation and provides the opportunity for formal conferencing with the Preschool Director, School Administrator, teacher, parent (s) and additional professionals, as needed. Suspension may be immediate with the length of time determined by the school. The length of suspension shall be contingent on the time needed to convene parents, staff, and support professionals to provide an agreed upon plan of action for successful return of the child to the classroom setting.

Procedure for Suspension

1. A formal “Behavioral” report shall be written, documenting the child’s behavior and/or needs which pose a threat to the safety, health, or welfare of the children and/or staff.
2. Suspension is to be determined by the School Administrator, Preschool Director or Assistant Director (in the Director’s absence) in consultation with teaching staff.
3. Parent(s) are notified immediately of need for removal from classroom and School.
4. A conference will be arranged as soon as possible with parent(s), teacher, School Administrator, Preschool Director, and any additional support professionals, as needed. At this time, it may be determined to use a Behavioral Support Plan.
5. Within the conference meeting, a plan of action, date, and conditions for the child’s return to program will be determined.
6. A single incident of suspension may result in termination of enrollment. Repeated incidents of suspension shall result in termination of enrollment.

Termination of Enrollment

If you choose to withdraw your child at any time, a 30 day written notice must be provided to the school office. Withdrawal Forms are available in the school office. Should the school terminate enrollment, the Child's tuition fees will be assessed to the last day the child attended our school. The 30-day written notice may be waived for the child. The registration fees are non-refundable.

Enrollment may be terminated for the following reasons:

- 1) Repeated late payment or non-payment of child care fees.
- 2) Failure to comply with policies and procedures as set forth in the Christ the Cornerstone Parent/Student Handbook.

- 3) failure of child and/or family to work within program philosophy and/or guidelines established by Christ the Cornerstone Preschool.
- 4) failure to submit re-enrollment and other required forms by the established deadlines.
- 5) child's behavior is dangerous to the health and safety of self, other children, or staff.
- 6) repeatedly picking-up the child later than the specified child care contract or after closing.
- 7) child's needs are unable to be met by our school's program.

The School Administration, the School Administrator or the Preschool Director shall meet with parents to discuss problems that may lead to termination of enrollment. If a resolution cannot be reached, the school will give parents written notice terminating enrollment.

CAMPUS RULES

Playground Rules

- ❖ General rules that apply to the classroom apply to the playground as well.
- ❖ Playground supervisors have the same authority as teachers and are to be obeyed.
- ❖ Common Christian courtesy will be the predominant rule of the playground. Students need to learn to share, take turns, and be considerate of the needs and rights of others.
- ❖ Excessive rowdiness, loudness, physical contact, and discourteous behavior can result in loss of privileges.
- ❖ No student is allowed to leave the school grounds without the knowledge and consent of the adult supervisor.
- ❖ Students will not be permitted to leave campus with anyone other than those who are designated on the emergency contact form or if the parent sends in a note. If the adult is not a familiar person to the staff identification will be required.
- ❖ No one is permitted behind the trailers or buildings without the permission of an adult supervisor.
- ❖ The large parking lot is not normally considered part of the playground but may be used under special permission with adult supervision.
- ❖ Playing in the bathrooms will not be permitted.
- ❖ Sitting, standing or jumping on lunch tables is not allowed.
- ❖ Students are not permitted in the area around the stained glass.
- ❖ Students are to stay away from any plants and trees that may be damaged by rough contact.
- ❖ Use sidewalks and stay off the banks.
- ❖ No personal toys or other articles are permitted on the playground without the permission of the adult supervisor.
- ❖ Throwing any object other than approved sports equipment is prohibited.
- ❖ Climbing is permitted only on approved playground equipment, not on fences and gates.
- ❖ Only one person at a time on the slides.
- ❖ Slide is to be used in a seated position only
- ❖ Jump ropes are for jumping only.
- ❖ Balls must not hit the buildings.

- ❖ Play equipment must be returned to storage after use.
- ❖ Students are responsible for keeping track of their own classroom equipment. Do not leave items outside.
- ❖ Students may be asked to help care for the grounds by picking up trash in the playground areas.
- ❖ Absolutely no talking is permitted during a fire drill.
- ❖ Games involving violence and gunplay are not allowed.

Lunch/Snack Hour Rules

- ❖ Always Obey adult supervisor.
- ❖ Always Use your best Christian manners.
- ❖ Eat lunch/snacks at assigned location only.
- ❖ Finish lunch/snacks or take remaining food home.
- ❖ Do not “trade” food with other students.
- ❖ No lunches/snacks may be stored in the school refrigerators or heated in the microwave.
- ❖ Help keep lunch area clean by picking up trash (even if it is not your own!)
- ❖ Place lunch boxes or containers in designated area before going to play.
- ❖ No loud talking or shouting will be permitted during lunch/snack time.
- ❖ Do not leave seat or area without permission from supervisor.

LUNCH & SNACKS

Lunch

Parents may either provide a lunch or purchase a hot lunch for their child. If you choose to provide a lunch, we encourage it to be healthy and nutritious. This is not the time to pack new food or something they do not like hoping we can make them eat. Be careful with the juice drinks you send. Most of these drinks have little juice and a lot of sugar. Also think about what your child can handle himself/herself. We are here to assist, but we encourage independence. The juice drinks in bags are very difficult for the child to open. **Absolutely no glass containers or soda!** We will not heat up any lunches. If a student forgets to bring lunch, an emergency “Oops” lunch will be provided for an extra cost.

If you choose to purchase hot lunches for your child, please note that the hot lunch menu is available online from the 1st through the 22nd of each month prior to the month for which you are ordering. (Ex: September Hot Lunch Orders can be made August 1st-22nd.) **To order hot lunch**, you will need to **go online to www.ctc-academy.org** and **click on the hot lunch menu link** found on the left hand side of the page. If this is your first time ordering online, you will need to register. When you **click register**, please **fill in the requested information** and **submit**. Once you have done this, you will need to **wait for a confirmation email to be sent to you**. This can take up to two days- the office checks periodically throughout the day to look for new registers. After receiving the confirmation email, you may **log in and begin ordering!** *The hot lunch menu is available online the 1st through the 22nd of each month prior to the month for which you are ordering.* If you would like to pick up a hot lunch for your child that you ordered but was not eaten, you may do so. Unused lunches are nonrefundable and **DO NOT** get rolled over or credited to the next month

Snacks

Our snack program is parent-involved. Each family will be expected to provide a snack for the entire preschool approximately once throughout the school year. You will be given at least a week notice with some snack ideas when your turn comes up.

HEALTH POLICIES

Ill Children

Children are not to be in school if they are ill. It is **mandatory for parents to keep their child home for 24 hours following a fever, vomiting or diarrhea**. Absence must be reported to the office no later than 10:00 am on the day of the student's absence.

If a student becomes ill during the day, the parent will be called to pick up the child. Until the parent arrives, he/she will be kept comfortable at the office.

Medication

It is preferred that the student's medication be administered at home. But if this is not possible, authorized school personnel will administer the medication, provided it is brought to the office in the original container with instructions and doctor's prescription. The parent/guardian must sign the Permission to Administer Medicine form.

Physical Limitations

If for some reason your child is unable to participate in our outdoor programs or any specific activity, a written note from the doctor or parent must be submitted to the teacher.

Pediculosis (Head Lice) Policy

The school must be notified if your child has Head Lice. Even though lice and nits are not a major threat to health, they are a nuisance and are easily spread. Christ the Cornerstone has established a strict policy of controlling head lice. When a student is identified as having head lice, the parents will be called immediately, and the parents will be asked to pick up their child as soon as possible. Return to school is permitted when 1.) the hair has been treated with lice shampoo and there are no live lice in the hair even though nits (eggs) may still be present and 2.) proof is provided that your child has undergone treatment. (For example, receipt or box that the treatment came in is brought to the school office.) When lice are found on a family member, all persons in the home (as well as all playmates and other close contacts) should be examined. As a rule, only those persons with head lice should be treated. Re-infestation and /or recurrent infestation will result in exclusion from school until the student is lice free. The School Attendance Review Board in California may intervene in cases of noncompliance or chronic infestations.

Conjunctivitis (Pink Eye) Policy

Pink Eye (Conjunctivitis) can result from many causes. These causes include viruses, bacteria, allergens, contact lens use, chemicals, fungi, and certain diseases. When pink eye is caused by a virus or bacteria, the infected person can be contagious for several

days to several weeks once symptoms appear (such as itchy, watery eyes with or without discharge).

Pink Eye generally remains contagious if your child is experiencing tearing and matted eyes. Signs and symptoms of pink eye usually improve within three to seven days. It is appropriate for your child to return to school once eyes are asymptomatic. This means that eyes should be clear of yellowish discharge and matter on the eyelashes as well as the corners of the eyes. Also, the pink color in the white of the eye should be cleared up. If the Pink Eye is caused by a bacterial infection, treatment with antibiotic drops or ointment for the eyes may be necessary. Your child must wait at least 24 hours after starting treatment before returning to school.

If Pink Eye is from an allergic reaction, then the condition is not contagious. If we suspect that your child has Pink Eye, we will ask you to take your child to the doctor for the proper diagnosis.

AIDS Policy

Any student found to be infected with Human Immune deficiency virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or Aids-Related Complex (ARC) will be treated with respect and dignity. Every precaution will be taken to protect the confidentiality of records, files and other information about the HIV status of the student. Any decision regarding the type of educational service to be provided to a student with AIDS/ARC will be made in consultation with the student's physician, parents/legal guardian, counselor, administrator and, where appropriate, pastor of the church.

Child Abuse Reporting

The Penal Code of the State of California mandates that the personnel of all schools in the state of California, both private and public, are knowledgeable of the child abuse requirement of the State of CA. Reporting is mandatory when there is observation of, knowledge of, or reasonable suspicion of child abuse. If your child has any unusual marks (such as birthmarks, etc.) Please notify your child's teacher and the office secretary.

Safety

For your child's safety, he/she will be released only to the designated adults listed on the emergency form, unless the office is notified otherwise. In case of serious accident or injury every effort will be made to notify the parent. The instructions on the emergency form will be followed.

Emergency forms must be updated regularly. It is the responsibility of the parent/guardian to notify the office of any change of information in the form.

Children and parents are not allowed in the classroom without a teacher/staff member being present. **All parents, guests and visitors must stop at the office to sign in and obtain a visitor's badge.** When parents, guests or visitors leave, they are asked to stop at the office to check out and return their badges.

PARENT-TEACHER/STAFF RELATIONS

Questions, Problems and Complaints

There may be times that a parent has questions, problems or complaints. It is important that these be heard. If it is about a teacher, staff member or other person, speak to that individual first. Tactfully, yet honestly, discuss how you feel; remembering that this individual's goal to provide an education to your child is the same as yours. If after that conference, the issue is not resolved, you may speak with the Preschool Director to resolve the problem. If you are not satisfied with the resolution speak to the School Administrator to resolve the issue. If you are still not satisfied, submit a written and signed statement to the Board of Christian Education and that body will act as the authority to help to understand and resolve any conflict.

Bring your concerns to those who can resolve them. Discussing them in "open forum" with anyone will not promote a solution, but does promote misrepresentation, gossip and misunderstanding.

Parent Forum- Before our monthly Board of Christian Education meeting, we will offer a parent forum. Please utilize this time for positive suggestions to improve CTCA. If you cannot attend forum there are forms outside the school office in the hallway for you to write down suggestions and place in the payment box.

Parent Survey

A parent survey is done in January of each year to assess our program and plan for any necessary changes.

Volunteering and Classroom Visits

Volunteers in our Centers - As a licensed Child Care Facility in the state of California, we are required to maintain full compliance with all laws and regulations set forth by the Department of Social Services, Child Care Licensing Division and several other state agencies, including the Health and Safety Code. Senate Bill 792 has changed the immunization requirements for volunteers in a child care facility. For the purpose of this law, a volunteer is defined as any non-employee who provides care and supervision for children. Licensing has determined that 'care and supervision' will be determined as anyone who is engaged and interacting with children.

Therefore, our policy regarding volunteers is being adjusted to maintain compliance. Any volunteer will be required to provide proof of immunization for Influenza, Pertussis and Measles, as well as TB clearance. This will apply to all adults who desire to volunteer in their child's classroom and/or participate in field trips and special events where they are engaged and interactive with children. Proof of immunizations will be kept in a specific file in the school office and will only be available for review by Licensing analysts. Please note - there are several provisions for medical exemptions. Please contact the director for a list of these acceptable exemptions.

THANK YOU for your cooperation in bringing us into compliance with these new regulations. The law was enacted following the measles outbreak at Disneyland in 2015, with the stated purpose of providing further protection from infectious diseases for our children.

Volunteers refer to anyone who might engage or interact with children on our school campus. Here are several examples of who would be and who would not be considered volunteers:

- 1.) Parents/Adults who are walking in, signing their child in or out, or dropping something off **WOULD NOT** be considered volunteers.
- 2.) Parents/Adults who sit at the lunch tables while their child(ren) is/are eating are engaging and interacting with children and **WOULD BE CONSIDERED** volunteers.
- 3.) Parents participating in class parties or special events during the operational hours of our school such as class birthday parties, Muffins for Moms, Donuts for Dads, Goodies for Grandparents, Preschool's Thanksgiving Feast, the Student Christmas Store, or any of our school day volunteering opportunities are engaging and interacting with children and **WOULD BE CONSIDERED** volunteers.

The California State Law SB792 now mandates that a record be on file for each volunteer covering the following requirements: All volunteers shall be in good health. The good physical health of each volunteer shall be:

- 1.) Verified by a statement signed by each volunteer affirming that he/she is in good health.
- 2.) The results of a test for tuberculosis performed not more than one year prior to or seven days after initial presence in the school.
- 3.) Proof of immunization vaccinations for measles and pertussis (whooping cough).
- 4.) All volunteers will need to provide annual proof of flu vaccine or a personal note stating that they are opting out of the vaccine. (The flu vaccine must be administered between August 1 and December 1 each year.)
- 5.) All Volunteers must have a background check, and some volunteers are required by law to be fingerprinted. Please ask our principal or secretary for details.

Parents are encouraged to volunteer in the classroom and with other activities/programs within the school. Please feel free to call the secretary for an appointment to visit the classroom or for information concerning the activity or program you are interested in. Please sign the volunteer board in the office and pick up a visitor or volunteer badge.

Classroom Visit Guidelines

- ❖ Plan to visit at the time of day when the work you want to see is most likely going on.
- ❖ Choose a day other than just before a school holiday or school program.
- ❖ Arrange your visit with the teacher/preschool director in advance. It is sometimes possible to plan the work so that the teacher can show you the situation you want to see.

- ❖ Visitors are asked to check in at the office when they arrive on campus to sign in and obtain a visitor's badge.
- ❖ Step right into the class without making the students aware of your presence so as not to disturb the children.
- ❖ Small children should not visit the classroom.
- ❖ The teacher will be occupied with the class. If you wish a personal conference, please arrange this after school hours.
- ❖ Try to come in for several short visits between 8am-12pm rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

STUDENT PROGRAMS & AFTER SCHOOL ACTIVITIES

Chapel Service

Weekly children's chapel services are conducted every Wednesday of each month. Parents and friends are welcome to attend. Service for Preschool and Kindergarten is from 8:15 a.m. until 9:00 a.m. Children may bring their offering at this time. Monthly chapel offerings are sent to different missions throughout the school year.

Daycare

As a convenience to the families of our school, CTCA provides daycare service to enrolled students. For fulltime students, service is available in the afternoon. It will be 5:00 p.m. – 6:00 p.m. For half-day students, service is provided from 12:00 noon until 6:00 p.m., please refer to the "Fee Schedule" for current rates. **If the child is picked up after 6:00 p.m. the cost will be \$1.00 per minute.** Please notify us if an emergency has raised. **Law enforcement may be notified if we are not able to contact anyone within one hour after closing time.**

A sign in/out sheet system accounts for time spent in daycare. **Whoever picks the child up must sign the child out, or the account will be charged until 6:00 p.m.**

A student who is checked into daycare while a parent/guardian volunteers for the church or school will not be charged a fee. The parent/guardian must sign the student in and out of daycare and indicate that he/she does volunteer work.

FUNDRAISERS

Numerous types of fundraisers are going on throughout the school year. Money raised is used for various purposes that benefit the school. Participation is voluntary. The following is a list of some of the programs:

- ❖ Scrip - gift certificates for various local retailers, restaurants, gas stations, etc. Order forms can be found in the white mailboxes next to the payment box.
- ❖ Enjoy the City - book of coupons offered for one low purchase price.
- ❖ Red Apple Gift Wrapping Paper
- ❖ Cookie-Dough
- ❖ CTCA Events (Harvest Festival, Trike-a-thon, Jog-a-thon, Rummage Sale)
- ❖ Campbell Soup Program - Labels from Campbell soup and other products are collected to earn points for educational products.

- ❖ Box Tops for Education - Box tops are collected from General Mill's products. Credit is issued to the school for the purpose of acquiring school equipment and materials.
- ❖ Ink Cartridge Recycling
- ❖ My Coke Rewards- My Coke Rewards points can be logged online at www.mycokerewards.com. Points are issued to the school for the purpose of acquiring school equipment and materials.
- ❖ Tyson Project A+ Label Collection Program- Tyson Project A+ labels are collected from participating Tyson products and redeemed for cash. Each label is worth \$0.25 to help purchase school equipment and materials.
- ❖ Student Store – The Student Council operates the store and sells snack items. Student Store cards are sold for \$10.00 each. Proceeds from the sales will go towards a school-related project determined by the Student Council.
- ❖ See's Candy supports the 4th and 5th Grade Sacramento Trip.
- ❖ Dudley's Bread Fundraiser supports the 4th and 5th Grade Sacramento Trip.

MISCELLANEOUS

Nap Time

All children enrolled in the full day program are required to have a rest time after lunch. Children nap on mats provided by the school. You will have to provide a crib size sheet, **small** pillow, and a **small** blanket for your child. Due to limited storage space in the classroom, please do not send large blankets and pillows. You will need to bring it to school every Monday (Tuesday) in a **pillowcase** with your **child's name clearly marked on all items**. We will keep the bedding during the week and send it home every Thursday (Friday) to be laundered.

Bathroom Accidents

3-year-old and 4-year-old children are required to be potty-trained. We do anticipate an accident every now and then. However, if the accidents become frequent, we will notify you.

Newsletter

The monthly calendar and newsletter are available on our website: www.ctc-academy.org. It is the responsibility of the parent(s) to carefully review it for school information and special announcements.

Bulletin Board

The bulletin board near the main office can also be checked periodically for an update of information.

Website

The school website is: www.ctc-academy.org. Please check it for updated information.

Weekly Email

The Weekly email is sent out at the beginning of each week to inform the parents on what is happening currently that week.

Lost and Found

Parents should always label their child's clothes and personal items (water bottles, lunch boxes, etc.) so that they may be returned if lost. All unlabeled items will be placed in the Lost and Found Cart. Unclaimed items will be donated to Goodwill.

Orientation

Parents must participate in orientation before attending school. This is done during the Open House that is held before the school session begins. Check the date when you receive your orientation packet.

School Pictures

Class and individual pictures are taken in the Fall. The details will be announced prior to the picture taking.

Yearbook

The number of books printed depends on the number ordered. Order dates and prices will be announced as soon as available.

****Rules are subject to change at the discretion of the BOCE at any time.*