

**Calvary Chapel Christian
Preschool
2019-2020
Parent(s)/Guardian(s)
Handbook**



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INTRODUCTION

Calvary Chapel Christian Preschool Christ's Best for Your Child



Welcome to Calvary Chapel Christian Preschool (CCCP)!

This Parent(s)/Guardian(s) Handbook have been designed as a resource to help familiarize you with our preschool and specific policies pertaining to CCCP. The guidelines have been prayerfully considered and established with the children's best interest in mind. Parent(s)/Guardian(s) are to read the Handbook carefully as you will be held accountable for everything written in this book.

Our mission is to be of service to families and children of the community by providing a loving, learning environment where Christian values are the guiding principles, and families are always welcome. The children enrolled in CCCP are given the best opportunities to develop strong intellectual and moral character by providing a Christ and Biblically-centered, spiritual, and academic environment (Ephesians 3:20).

PHILOSOPHY OF CHRISTIAN EDUCATION & GOALS

The educational philosophy of CCCP is based on the truth that God's Word is the standard for all truth, and the Bible is the inspired, inerrant, and authoritative Word of God. God has created and sustains all things. Therefore, the universe and man were created by God to glorify Him. Because of the sin nature of man, he cannot through his own efforts know or glorify God. It is only by man's choosing of God's free gift of salvation through His Son, Jesus Christ, which he can enter into a true relationship with his Creator.

The Philosophy of Christian Education for Calvary Chapel Christian Preschool shall be the guiding tool to apply Biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials, and teaching methods shall conform to our Philosophy of Christian Education.

It is our goal to offer a safe, nurturing, and healthy place where children can grow and develop spiritually, physically, intellectually, socially, and creatively. By involving families and providing a developmentally appropriate and balanced setting, it is our desire to help each child achieve success while working at his/her own pace. Most importantly, we recognize that each child is precious and unique in God's eyes and, therefore, is valued as such in our program.

OUR TEACHERS

The CCCP teaching staff is highly qualified and thoroughly dedicated to helping each child achieve positive, spiritual, mental, and physical growth. CCCP is a ministry of Calvary Chapel Honolulu (CCH). The purpose of the Calvary Chapel Christian Preschool staff is to fulfill God's commandment to parents and to the church; to train up the children in fear and admonition of the Word. CCCP is an integral and inseparable part of the church. Since our Preschool is a body ministry of CCH, all teachers and staff regularly attend church here at CCH. All staff and faculty have a personal commitment to Jesus Christ.

HANDBOOK AMENDMENTS

The Preschool Administration reserves the right to amend this Handbook with Board of Directors approval. Notification of any changes in service shall be made no later than 30 days before the date of the change.

ARRIVAL AND DEPARTURE



CHILDREN DROP-OFF AND PICK-UP

Children will be dropped-off and picked-up in the classroom on a daily basis. It is important that your child arrives by 8:00 am to insure that he/she receives full benefits of the program. Please help us to model appropriate social courtesies in the mornings and afternoons by walking your child quietly into the preschool each morning and greeting his/her teachers and/or classmates and saying good-bye when he/she leaves.

We have an obligation to our neighbors and ourselves to drive carefully, courteously, and safely at all times. The following regulations apply to driving:

- ✓ Drive slowly at all times on streets and around our campus
- ✓ Spinning of wheels, squealing tires, speeding, or any form of reckless driving will not be permitted on or around campus
- ✓ Horns are not to be used to attract attention but to be used in an emergency
- ✓ Car stereos must be kept at a low volume
- ✓ Children are to be seated and buckled in a car seat as required by law while the vehicle is in motion

***Special Note to Parents: Obey the rules of the parking lot and the directions of the parking lot attendants. Please note that the speed limit in the parking lot is 10MPH. When dropping off or picking up your child, please be sure to observe the speed limit as well as other parking lot procedures. Hold your child's hand while in the parking lot and coming down the stairs. Children must be accompanied by an adult at all times.*

SIGN-IN AND SIGN-OUT PROCEDURES

The State of Hawaii requires that you sign your child in and out every day. Sign in and out is to be done at the computer kiosk. Each authorized person will be given a kiosk id number. Therefore unauthorized persons will not be allowed to sign in or out the child. The school assumes responsibility for your child after he/she has been signed in by a parent or guardian, and retains responsibility of the child until he/she is signed out by a parent, guardian, or designated representative of the child's parent(s) or guardian(s). Please walk your child to the classroom and greet staff appropriately. Never leave your child at the entrance to find their own way. Inform your child of your intended pick-up time. During arrival and departure times, staff is on duty and is responsible for the children. Therefore, they cannot engage in extended conversations with parents. If you wish to have a conference with the teacher, please make an appointment.

For your child's safety when signing your child in and out, be sure to let the staff person responsible for your child know you are either dropping off or picking up your child. Be sure to notify staff if some other authorized person will be picking up your child that day.

Unfamiliar persons will be asked to show a picture ID which will be checked against your authorized pick-up list. Please be prepared to present your ID to staff the first few days of enrollment and /or when new staff is present.

AUTHORIZED ADULTS FOR DROP-OFF AND PICK-UP

A person must be 18 years old or older, who are authorized by you, to sign your child in and out of school. **To make changes in your list of those authorized to pick up your child, whom you gave CCCP at the time of enrollment; you must give staff written notification in advance.** The state requires the person's name, relation to child, address, and home and business phone numbers.

Last minute emergency approvals will be given only to the parent with primary custody and the following procedures must be followed:

- ✓ Parent(s)/guardian(s) with primary custody must provide the School Office written permission providing name, relationship to child, and phone number of the person authorized for the emergency pick-up.
- ✓ Parent(s)/guardian(s) must inform authorized person to be prepared to present picture ID.
- ✓ Phone authorizations may be made in emergencies only.
- ✓ Parent should then add this person to the authorized list the next day.

FAILURE TO PICK UP CHILD

Should your child remain at the Preschool after closing time, the staff will make every effort to contact you and/or all other authorized pick-up persons as listed on your child's Emergency Form to verify that an authorized person is able to reach the school to pick up your child. We cannot allow any other authorized pick-up person to authorize a third party to pick up your child. You will be billed for any late pick-up fees.

RESTRICTING PARENTAL CUSTODY OF CHILD

The Preschool staff will not restrict parental custody or visitation rights to the child without a certified court order. A copy of legal court documents must be on file at the school in the event of parental custody dispute.

In the case of a Temporary Restraining Order, custody may be withheld only for the duration and per specifications of the Order. A copy of these documents needs to be in your child's school file.

Please inform preschool staff of any changes that have been made regarding your family situation and provide written documents to support these changes.

If either parent's or authorized person's condition at the time of pick-up clearly poses a threat to the child (parent is clearly under the influence of drugs/alcohol and normal function is impaired), the child will not be released to the parent. Staff will attempt to contact alternate authorized persons and may ultimately contact the authorities.

GENERAL INFORMATION



SOME FACTS YOU SHOULD KNOW

CCCP admits children of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the preschool. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admission policies, and other preschool-administered programs. CCCP acknowledges that there is no preferential treatment with God (Acts 10:34, 35).

OFFICE/PRESCHOOL HOURS

The CCCP office business hours during the Preschool year are Monday through Friday from 7:00am to 5:30pm.

PARENT COMMUNICATION/STUDENT FILES

CCCP uses email as its primary source of parent communication. All newsletters, reminders, and lesson plans will be emailed to the child's parent(s). Cake Childcare is the software program used for children's files. During new parent orientation parents are required to input their child's information in the Cake Childcare software.

DONATIONS AND GIFTS

CCCP is a non-profit entity. Annual tuition and fees cover the operating expenses; however, gifts, donations, and fundraising projects cover all other expenditures. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual. For information regarding proper procedure, contact the Preschool Office.

FUNDRAISING POLICY

The Preschool may conduct various fundraising projects during the Preschool year. Parents and children are encouraged to participate in fundraising activities to offset expenditures not covered by the operating fund. Advanced notice will be given for all Preschool fundraisers. No solicitation by children, parents, and visitors are allowed on campus.

DRESS

Practical clothing, covered shoes (Velcro or slip on shoes only, no shoelaces), and socks are a requirement for your child's regular school activities and safety. Remember your child will be active throughout the day, and some dirt, water, and perhaps paint, are inevitable. Be sure your child can manage their clothing when using the toilet.

EXCURSIONS

Notices regarding excursions will be posted prior to the event. It is your responsibility to make sure that your child is adequately prepared for all excursions. This includes Calvary Chapel Christian Preschool T-shirts and covered shoes. Sunscreen and insect repellent should be applied before arriving at preschool. We strongly recommend sunscreen for outdoor play and excursions. Parent volunteers are present to assist the teaching staff on excursions. For this reason, the volunteers are not to bring other children with them on the field trip. All volunteers must provide a current TB clearance prior to the field trip. Only one parent per child will be allowed to chaperone. Transportation for excursions is arranged with a rented bus service. Children who do not have an Excursion Permission form on file will not be allowed to participate in excursions.

If you prefer that your child not join the class on excursions and you decide not to sign the Excursion Permission form, please be aware that you will need to make other childcare arrangements that day. No adjustments will be made to the tuition. A child with challenging behaviors may be denied the opportunity to join the class on excursions. The Director makes the final determination.

TOYS AND THINGS BROUGHT FROM HOME

It is very upsetting for a child to have a new or a favorite play thing lost or broken. To prevent this, we ask that toys and personal items be left at home except on specified "Show and Tell" days. On these days all items will be collected upon the child's arrival, brought out at the sharing time, and then put away until the child goes home. Activities in our environments are carefully chosen by teachers to enhance particular aspects of the development of the child. Please return everything your child may bring home that is not his/hers.

REST TIME

All children are expected to rest for a period of time each day. This time generally falls between 12:45 and 2:45pm.

CHILDREN'S PERSONAL BELONGINGS

Individual cubbies are used for children's personal belongings. We ask that each child has a complete change of clothes (labeled), full size fitted crib sheet, and blanket available at all times. We will not assume responsibility for lost/stained clothing or damaged/lost items brought to preschool by your child.

BIRTHDAY CELEBRATION

Children's birthdays are special times that are recognized in class. If you wish to add to what we do, you may. We encourage nutritious snacks or inexpensive items for your child's classmates such as special pencils or stickers. You may choose to purchase a book for our facility that will be read to the class as a part of the birthday celebration. Please let your child's teacher know the day before if you wish to bring goodies.

LOST AND FOUND PROCEDURES

All personal belongings that have been turned in as lost will be kept in the Preschool Office. Lost items are marked with the date that they were received. Thirty days after the marked date unclaimed items will be given away to a ministry of the preschool's choice.

TELEPHONE POLICY

The telephones are for teachers' use only.

ON-CAMPUS VISITORS & VISITORS WITH PRESCHOOL BUSINESS

All visitors with preschool business must check in with the Church Office. Visitors will be issued a Visitor's Pass by the Preschool Office, which must be worn during the entire visit.

PARENTS/ADULTS VISITATIONS

Visitors are welcome in our preschool class if permission has been granted at least one day in advance by the Preschool Director. The Preschool Office will issue a Visitor's Pass, which must be worn for the entire campus visit. As a precaution for our students, it is essential to identify all adults interacting with the students.

TRANSPORTATION

Calvary Chapel Christian Preschool does not provide any transportation services for children to attend preschool. For excursions off campus arrangements are made with a rental bus service company.

ADA COMPLIANCE

It is our center's policy to operate within our State and Federal law to follow the ADA law, and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to CCCP.

SPECIAL EVENTS

Special events occur throughout the year. These are either church and/or community related. (See the Preschool Year calendar)

BIBLE/PRAYER TIME

Bible and prayer time is an important part of campus life at Calvary Chapel Christian Preschool. The children will attend Bible and prayer time on a daily basis conducted at morning circle.

DISCLOSURE OF INFORMATION

Information pertaining to an individual child or the parents or guardians of the child will not be disclosed to persons other than the facility staffs or the Department of Human Services, unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises. A "Release of Information" form is available from the office for parents or guardians to sign.

REQUEST FOR COPY OF RECORDS

Your child's completed registration forms and sign-in/out sheets are legal documents. Copies of these forms will be provided only to parents with legal custody of the child. We may require up to ten working days to process your request.

CHANGE OF ADDRESS/TELEPHONE INFORMATION

The office MUST be notified regarding any changes of address and/or telephone number immediately. This is vital in case of an emergency.

PHASE-IN/ADJUSTMENT



PHASE-IN PERIOD

The following phase-in schedule has been designed for the child's first week entering our program in an effort to make his/her adjustment pleasant and enjoyable. Please maintain absolute honesty with your child as to your whereabouts and the amount of time you will be leaving him at school during this period.

First Day	8:00am-12:30pm
Second Day	8:00am-12:30pm
Third Day	8:00am-3:00pm
Fourth Day	FULL DAY

CHILDREN/PARENT ADJUSTMENT

Most new students will adjust to school within a week. Children who are very dependent on their parents or sitter may experience difficulty for a long period. A great deal of the responsibility for easy adjustments rests with the parents. If the parental attitude is positive, the child usually has a positive experience. The first separation should be short. Never leave your child without saying goodbye and with the reassurance that you will be back. Help your child by being relaxed and supportive. We realize that it is often as hard for parents to separate from the child as it may be for the child. Your child may cry as you leave, but seldom for long. It is important that when you and your child have made a decision about going to school that you be supportive, calm, and consistent especially through any insecure periods your child may experience. Occasional toilet accidents are not unusual. The staff handles the adjustment period in a relaxed and objective manner. It is suggested that parents supply their child with extra clothing to keep in their child's cubby. Always be honest when leaving your child and be on time to pick him up. Just as the children adjust so do parents. Initially there is a lot of information to process. In order to limit misunderstanding and confusion, it is suggested that parents ask for clarification on any policy or topic. It is expected that parents will communicate in an appropriate manner and direct their inquiries and comments to matters that concern CCCP and its policies.

FOOD PROGRAM



FOOD SERVICE

Morning and afternoon snacks are served to your child and prepared by staff. A weekly snack menu is posted in the classroom. PLEASE DO NOT send any additional snack food to preschool with your child. The snack is approved by a licensed dietician. All children are served 1% milk daily.

Parent(s)/guardian(s) may have their child bring their own lunch from home or purchase lunch through our outside catering provider. Meal prices subject to change. All children attending summer school must bring home lunch. A refrigerator and microwave are not available for storing and warming up home lunches.

ALLERGIES/DIETARY RESTRICTIONS

It is your responsibility to inform the preschool staff of your child's food allergies or dietary restrictions. You will need to provide nutritious substitutes.

MEALTIMES

Morning Snack	9:10am - 9:40am
Lunch	11:40am - 12:35pm
Afternoon Snack	3:15pm – 3:45pm

Children are responsible for cleaning up after themselves. Parent(s)/guardian(s) are welcome to join their children for a meal as long as it is arranged with the teacher in advance.

ADMISSIONS & FINANCIAL



ADMISSION REQUIREMENTS

- ✓ Completed application with a \$50.00 non-refundable Application fee
- ✓ Comprehensive Fee of \$225.00 non-refundable
- ✓ Current health form 14 or equivalent health records showing current physical and Immunization Records
- ✓ Current TB clearance
- ✓ Completed Early Childhood Pre-K Health Record Supplement (DHS 908 form)
- ✓ Birth Certificate showing child is between the ages of three years old to five years old
- ✓ Toilet trained (able to use the bathroom without assistance)

A letter of acceptance of enrollment will be mailed to the parent(s)/guardian(s). Upon receiving the signed acceptance letter, parent(s)/guardian(s) will complete the admissions process by signing a letter of agreement, completing any additional forms, and submitting the Comprehensive Fee. All forms must be on file when the child begins school.

TUITION PAYMENT POLICY

Tuition payments will be accepted annually or on a monthly basis. Tuition paid monthly is to be paid via the FACTS Tuition Management Program with agreement fee.

TUITION REFUND POLICY

The application fee, comprehensive fee, and any paid tuition are *non-refundable*. These fees are nontransferable and do not carry credit towards tuition even though the applicant may not be admitted to CCCP.

SERVICE CHARGE

A 5% service charge will be applied to all late payment fees and tuition. If tuition and late payment fees have not been received by the due date, your child's enrollment will be suspended and the child's space will be given to the next child on the waiting list. The child will be allowed to return when the balance is paid in full on space availability basis.

RETURNED CHECK FEES

A fee of \$30.00 will be charged for any checks that are returned NSF.

PAYMENTS

All payments for fees, registration, miscellaneous fees, and etc. may be made by check, money order, or exact amount of cash. Checks are to be made payable to Calvary Chapel of Honolulu.

RE-ENROLLMENT PROCESS

All re-enrolling children must have their files and accounts current in order to begin on the first day of the new preschool year.

FINANCIAL OBLIGATIONS, TUITION & ADDITIONAL FEES

All financial obligations must be taken care of by the end of the preschool year. Those who participate in the FACTS Management program and lapse in their tuition payment due to insufficient funds, will be assessed a \$30.00 additional fee from the preschool. It is our commitment to keep tuition rates and operational costs as low as possible, yet reasonable enough to secure and retain quality teachers, staff, and educational materials for your children.

WITHDRAWAL PROCEDURES

Voluntary Withdrawal

We have planned for your child to be enrolled with us for the full school year. When you've decided your child's last day of attendance, please give the Director four weeks ADVANCE written notice. A Withdrawal Form will be available at the preschool office. A copy of the Withdrawal Form will be given to parent(s)/guardian(s) officially completing the withdrawal process. There will be an early withdrawal fee of \$250.00 with less than 30 days written notice. All tuition and fees are non-refundable.

Temporary Withdrawal

No tuition is refunded for temporary withdrawals, illness, vacations, or other reasons. This applies to summer school program attendance as well.

Involuntary Withdrawal

Calvary Chapel Christian Preschool makes all reasonable efforts to help children and parents succeed in our program. However, when it's determined, this is not possible, the school reserves the right to immediately terminate enrollment. Whenever possible, the family will be given time to locate other child care services. This grace period will not be permitted however, at the expense of the safety of our staff or the other children's care and safety:

Involuntary termination may occur as a result of:

- ✓ Non-payment of tuition fee(s) when no other payment plan has been arranged with the Director and/or lack of adherence to the tuition payment policy.
- ✓ Child's behavior is disruptive to normal function of the preschool as determined by staff.
- ✓ Lack of parent cooperation in efforts to resolve differences.
- ✓ Inability of preschool to meet child's developmental needs as determined by staff.
- ✓ Abusive behaviors and/or verbal threats toward children, staff, or other parent(s)/guardian(s) made by parent(s)/guardian(s) or any other adult who enters the grounds and/or participates in program activities.
- ✓ Parent(s)/guardian(s) or another adult who consistently fails to abide by the policies and procedures outlined in the Handbook.

Re-admittance

Anyone requesting re-admittance for returning child must submit a new registration form. *All outstanding debts must be paid before re-admittance.*

PARENT INVOLVEMENT



PARENT CONFERENCES

Conferences are scheduled two times during the preschool year. It is important that you schedule a conference during these times. If a concern arises at times other than scheduled conferences, we strongly encourage you to request a conference as soon as possible. For the benefit of all involved, the parent(s)/guardian(s) are encouraged to communicate freely with the Director or teacher.

PARENT PARTICIPATION

Parent(s)/guardian(s) are given the opportunity to actively serve within the preschool in a variety of ways. Parent/guardian volunteers are always encouraged to join us for excursions and special parent events. Watch the Parent Bulletin Board and school newsletter for details. Parent(s)/guardian(s) are always welcome to visit. Please arrange your visit with the teaching staff to allow for any modifications in the schedule or contact the Preschool Office for additional information.

EMERGENCY HEALTH AND SAFETY PROCEDURES



INJURIES

The preschool staff members are trained in American Red Cross First Aid and CPR. Even though your child's safety is our first priority, we cannot guarantee that your child's attendance at CCCP will be injury-free. Minor injuries occurring during school hours will be reported to you via a written accident report. You or those you authorize will be telephoned if your child receives any injury (visible or not) to the head, face, neck, or is bitten by another child.

INCIDENT REPORT

We send a completed form home with you to get your help dealing with behaviors of concern or to inform you of any situation that may have occurred that day that you should be aware of.

EMERGENCY CARE

In more serious emergencies, you or your authorized contact will be called. If your child requires immediate medical attention, he/she will be transported to Pali Momi Medical Center. A staff member will accompany your child to the hospital and stay there until you or your representative assumes responsibility for your child's care.

EVACUATION/DISASTER PLAN

The following is a General Disaster Plan for the preschool. Fire evacuation plan is posted in the classroom. Our preschool is equipped with fire extinguishers, emergency flashlight, and First Aid Kits. In the event of a fire, flood, or natural disaster, the following procedures will be taken:

If evacuation is necessary, a notice will be posted at the school telling you that the children have been evacuated to Waimalu Elementary School as instructed by either Civil Defense (in the case of a natural disaster) or local authorities (in the event of other types of emergencies). We will also put information on the radio as soon as possible.

Tsunami Warning: The following procedures have been adopted in the event of a Tsunami Warning:

1. School will not be scheduled when there is a Tsunami WATCH or WARNING.
2. If a WATCH or WARNING is issued during classroom hours, we will feed and take care of your child until you can safely pick him/her up. You do not need to rush to pick up your child. If you are in or can get to a safe area close to where you are until the "all clear" is announced and avoid contributing to unnecessary traffic on roads and highways.
3. If a WARNING is issued before school opens, please keep your child at home because school will be closed for the day.

Hurricane/Tropical Storm: Hurricane and tropical storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effect. Hurricane or tropical storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING.

Earthquakes: Should an Earthquake of significant magnitude occur on Oahu, we anticipate considerable disruption to our road networks. If your child is at school, you may not be able to get him/her even though you live close by. Please be assured that we will take care of your child until you can safely pick him/her up.

Fire Drills: Fire Drills are held monthly. In case of a fire, the children will leave the classroom in an orderly fashion, under the supervision of the teachers and rapidly walk to a designated meeting place. In the event our facilities are damaged by fire and not habitable, we will care for the children at a designated location of Waiau District Park and call you to pick up your child at that location.

No Water at the Center: If in the event there is no water available in the classroom, an alternate area will be used. The staff will alert the families of the change after getting directions from the Preschool Director. School will not be cancelled except at the discretion of the Preschool Director and the Board.

Please be assured that we will take good care of your child during any emergency or disaster. Suggestions to follow are:

A good rule of thumb for the closure of the school is if an announcement is made over the radio or television that public schools will be closed. Under no circumstances will staff leave until all children have been picked up by their parent(s)/guardian(s) or designees.

Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.

It is essential that you establish individual and family plans for a tsunami, hurricane, earthquake, or flood. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the City and County of Honolulu Department of Emergency Management at 723-8960.

PROTECTION OF CHILDREN

For daily safety please hold your child's hand while in the parking lot and stairway. Dress your child in clothing and footwear so they may move about freely and safely inside of the classroom and outside.

CHILD ABUSE REPORTING LAW

CCCP is mandated by state law to report any unusual or suspected incident of child abuse or neglect to the authorities. Such reporting is done for the protection of the child and family. We do not take this responsibility lightly but with much prayer and consideration.

EXCUSES FROM ACTIVITY

Activities for physical development are an integral part of our program. Restrictions regarding participation in physical activities need to be clearly stated in writing given to the Director. Teachers will contact you if there are questions regarding the reasons for restrictions.

ANNUAL PHYSICALS/IMMUNIZATIONS

The State Health Department requires a licensed physician's certificate of good health for each child upon entrance with evidence of tuberculosis clearance, immunizations, and physical examination (Form 14).

ILLNESS

For the protection and comfort of your child, and the other children and staff at school, we cannot permit sick or moderately sick children to attend during the duration of any illness the child may have. Each day as children arrive at school, we will generally check to see that they are rested and in good health. We have neither a separate facility nor adequate staffing to care for sick children.

Your child must stay home if they have the following systems

- ✓ **Fever of 100 F**
- ✓ **Diarrhea**
- ✓ **Vomiting**
- ✓ **Undiagnosed Rash and/or Blisters**
- ✓ **Lethargy/Listlessness/Irritability**
- ✓ **Heavy colored nasal discharge**
- ✓ **Raspy, productive cough**
- ✓ **Any other symptoms of a contagious condition**

When any of the symptoms occur, you are expected to come and pick up your child as quickly as possible. If you cannot come within the hour, please make other arrangements or we will call names on your emergency authorization list. Children with these conditions may return to school after they are symptom free without medication for 24 hours or a note from your health care provider. Do not give

your child medication in the morning to reduce fever and still bring them that day. After a few hours the fever returns (often worse) and may infect others.

A child with discharging eyes, chicken pox, measles, mumps, scarlet fever, impetigo, scabies, influenza, rubella, or any other disease or condition considered contagious by a doctor or medical authority should remain at home. Department of Health guidelines determine when a child can return to school. Children with a contagious condition or that have been out sick for three or more days must return to school with a note from your health care provider.

REMEMBER: PLEASE NOTIFY THE PRESCHOOL IF YOUR CHILD HAS ANY CONTAGIOUS ILLNESSES

HEADLICE (UKUS) A CHILD MAY RETURN to Preschool after treatment for head lice is completed, but **MUST BE NIT-FREE.**

MEDICATIONS

In accordance with state licensing requirements, parent(s)/guardian(s) are required to complete a Medication Form before medication can be given to their child. Staff are not qualified or allowed to decide whether a child requires medication or not.

Based on State regulations, we must follow the procedures listed:

- ✓ Only Medications prescribed by a licensed physician may be administered.
- ✓ It must be given to the Preschool in its original prescription bottle, showing child's name, date filled (must be current prescription) and directions for use.
- ✓ The child's parent(s)/guardian(s) must complete and sign an authorization form specifying time and amount/dosage of medication to be given.
- ✓ Parent fully understands the Preschool is extending an extra service beyond its normal responsibilities, and the Preschool will not be held responsible for missing any medication dispensing.

ATTENDANCE



Children are encouraged to attend school except when they are ill or in the event of emergencies. Call the Preschool office for all absences. Please bring your child to school by 8:00 a.m. By allowing your child's continuous late arrival, you send the message that preschool is not important and key lessons are missed.

GUIDANCE/DISCIPLINE



GUIDANCE

When children come to preschool, there will be many times when teachers will need to guide them in their behavior. Children of this age are in the process of learning self-control and self-direction. With the help of their teachers, the children will be learning how to behave in a social setting, and gain self-confidence by showing positive and acceptable behaviors. When a child's behavior needs to be corrected or modified, teachers will keep the following guidelines in mind...

Each child has different characteristics and may benefit from different methods of guidance. Positive behaviors will be encouraged and accentuated. Undesirable behaviors can sometimes be redirected by offering alternative activity choices.

Rules and limits will be set only according to the developmental appropriate stage and abilities of the children. In order for guidance to be a positive learning experience, children will be encouraged to express their feelings verbally when they are upset, and talk with teachers about appropriate solutions. Consequences for undesirable behavior will be related to that behavior. For example, using toys in an unsafe manner might result in a child being told that he must choose something else instead. Our policy is never to use any kind of physical force on a child to control behavior. Should an undesirable behavior continue after all other methods have been tried, we will consult with the parents to work out an acceptable plan for helping their child.

DISCIPLINE

CCCP reserves the right to dismiss a child who is not suited for our individualized program, not benefiting from the preschool environment or who exhibits behavioral patterns we are not set up to handle. The following procedures have been established for all serious, repeated inappropriate behaviors including biting, hitting or otherwise hurting others, abusive language, excessive teasing, theft, and destruction of property during the course of the year.

1st offense-Parent informed in writing

2nd offense- Parent conference required

3rd offense- Child suspended from Preschool that day. In the event the incident occurs after 3:00pm, the child will be asked to stay home the following day.

4th offense- Same as 3rd offense, and then upon return the child is placed and monitored on a 30-day probation. If an incident reoccurs and poses an on-going threat to others, the child will be dismissed from the school.

Furthermore, we reserve the right to dismiss a child if the family is unwilling to support the Preschool's philosophy and policies.

THE PRESCHOOL RESERVES THE RIGHT TO DISMISS ANY CHILD DELIQUENT IN PAYMENT OF TUITION OR FEES.