

CALVARY ROAD CHRISTIAN SCHOOL



Preschool Parent-Student Handbook

2018-2019

And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.

-Colossians 3:23-24

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1. Absences

Parents are asked to notify the school office if their child has a contagious illness or disease. Then parents and school staff can be alert to symptoms in other children.

2. Admissions

A. Family Qualifications

While we do not discriminate on the basis of race, color or ethnic background, we do, however, have a specific spiritual purpose based upon biblical guidelines (Deuteronomy 6:1-9 and Eph. 6:1-4). We seek to be discerning in the area of Christian belief and practice. We are not concerned with denominational preference or affiliation, but are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. We define a Christian as a person who by faith has received Jesus Christ as personal Savior and rightful Lord (Eph. 2:8, 9 and Rom. 10:9, 10).

While we may accept non-believing families, we believe that those who will benefit most from our program know the Lord as personal Savior and desire that their children be educated with a biblical worldview.

All applicants will be considered, however, enrollment decisions will be prioritized according to Calvary Road Baptist Church membership, siblings of current students, responses to the family and student questionnaire, and academic readiness.

B. Age Placement

Preschool classes are structured according to age and have a cut-off date of September 30th. Your preschooler must be 3 or 4 years of age on or before September 30th of the current school year. Classes are designed for balance in social, cultural, and academic experiences. A child remains with his/her peers throughout the school year.

C. Probation

All students are accepted on a nine week probationary period. If problems should arise within this time frame, a conference with the parents will be scheduled to determine the advisability of the student's continued enrollment. If the administration determines after nine weeks that the student or family would have greater success in a different program, the parents will be required to withdraw the child.

D. Health Records

State law requires all new students have a medical history, physical examination, allergy

information, and inoculation record signed by a physician within the previous year (Codes 22.1-270 and 22.1-271.2). Commonwealth of Virginia School Entrance Forms are available on the Virginia Health Department Website, the school website or are available for pick up in the school office. If there is a medical reason your child cannot have some or all immunizations, a physician will need to complete and sign the medical exemption portion of the School Entrance Form. If immunizations are contrary to your religious beliefs, you must submit a notarized copy of the Religious Exemption Form from the Virginia Department of Health website, along with the Commonwealth of Virginia Entrance Form.

E. Procedures for Admission

1. Campus Tour

Prospective parents are encouraged to attend a scheduled Open House or schedule a private tour.

2. Application Requirements

- a. Complete a New Student Application (online or written), including the Family and Student Questionnaire and Parental Statement of Cooperation. Be sure that all forms are completed in their entirety and signed as indicated by both parents who have legal custody.
- b. Provide school with original birth certificate.
- c. Completed Commonwealth of Virginia School Entrance Health Form by August 1st. (See above)
- d. Health Records
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 2. In cases where complete records are not provided, enrollment will be delayed. Records must be submitted no later than August 1st for students entering at the beginning of the year.

3. For all students who have resided in a foreign country within the last five years for a consecutive period of five or more months, a tuberculin skin test (TST) and a negative symptom screen completed within 90 calendar days prior to starting school is required.

4. Administrator Interview

Following the acceptance of the application, families will schedule an interview with the School Administrator.

5. Admissions Decision

Once an applicant's file is completed, the Admissions Director will communicate acceptance or non-acceptance to parents generally within one week and will provide information for the next steps to secure enrollment.

6. Registration Payment

Upon acceptance, families will meet with the school financial manager to coordinate registration fees and tuition payments. Registration fees are non-refundable and secure your child's place in our program.

F. Quick list of initial paperwork to submit for enrollment:

- Application
- Family and Student Questionnaire
- Parental Statement of Cooperation

The following **additional** items must be submitted before a student can be formally accepted:

- Virginia School Entrance Health Form
- Original birth certificate
- Court orders for custody (if divorced, separated or single)

3. Attendance Policy

The staff and administration of CRCS Preschool believe that parents have selected our school because of the quality curriculum, distinctively Christian environment, and loving staff. We strive to provide the best possible preschool experience for your child and are committed to using every minute of the day wisely. Classes start promptly at 8:30am. We ask that parents honor the beginning of the day by bringing their child to school no later than **8:30am** so that the child can be ready to start the day with classmates. A child is considered tardy after 8:30am. Tardies will be entered on the child's report card. Children who are consistently tardy not only

miss important learning time, but also disrupt the teacher and class which is already in session.

4. Arrival & Release

A. Morning Arrival

Parents are required to bring their children into the building. You should then escort your child to the designated classroom and leave them in the care of the teacher on duty as quickly as possible. The first two or three weeks it may be hard for young children and parents to part. We have found, however, that teachers can quickly gain your child's confidence and instill a sense of security if the parents do not prolong their departure. A wise rule is to let the child join his/her group alone, leaving you at the doorway. We do ask that you do not allow children to run freely in the building at any time.

B. Release of Children

Preschoolers will be permitted to leave school only with their parents or individuals listed on their registration or emergency care forms. All adults picking up children must be prepared to present a picture identification card. Any changes in authorization must be made through SchoolSpeak as we are unable to accept verbal permission over the phone. When an authorized adult takes the child from school premises, please be sure the child is signed out accordingly. Parents are asked to remove temporary belongings from the child's cubby each day. Bedding, nap toys, extra sweaters, etc. may remain in the classroom during the week and should be taken home on Friday.

5. Communication from CRCS

Communication between home and school is very important. CRCS Preschool will contact parents if a child seems to feel or behave differently than usual.

Your preschooler's teacher will provide a weekly parent letter online, using the SchoolSpeak portal, which details information specific to your child's classroom. It will include Bible highlights, topics for show and share, phonics and other classroom activities. It is very important that parents read this weekly newsletter EACH week for information about daily activities and important events.

The school office also publishes a weekly online newsletter via SchoolSpeak which provides information pertaining to the entire school.

6. Communication with Faculty and Staff

CRCS faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. If you have a quick question about schoolwork or class procedures, send an email to the teacher or jot a note and have your child deliver it. The teacher will respond to a note, phone call or email.
2. If you desire a phone conversation, email the individual or call the school office. We will attempt to return emails and calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher.
3. If you think a conference in person would be best, please make your request via email or a phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop in" conferences before or after school are discouraged. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
4. As a courtesy to our teachers, please do not call teachers after school hours or text them except in a genuine emergency.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then the administration if needed. We want to resolve all problems using the biblical principles outlined in Matthew 18:15-17.

7. Classroom Management

At CRCS, we strive for excellence and our students will be rewarded for excellent behavior. Each teacher will develop a reward system that meets the needs of their classroom. Rewards are in the form of non-edible objects, such as prize box and stickers.

We believe that when the curriculum is exciting, the environment stimulating, and the structure organized, there is usually little need for disciplinary action. However, some intervention may be needed in order for a child to obtain maximum benefit from the program.

Children are given several warnings before the misbehavior is officially recorded. The nature of preschoolers will cause them to test the boundaries of the classroom. Once the child knows the expectations and consequences, he or she is free to grow academically and spiritually. The teacher will alert parents to any behavior issues as necessary.

A behavior chart is used as a tool to communicate with parents a child's daily behavior. The goal is a chart free of any marks and a row full of stickers at the bottom. Students will receive the following marks based on misbehavior;

- 1st Instance: Warning/Behavior chart is marked with a dot
- 2nd Instance: Time Out 1 (one minute) and / on chart
- 3rd Instance: Time Out 2 (minutes per age of the child) and X on chart)
- 4th Instance: Sent to Preschool Coordinator for reinforcement of expectations
- 5th Instance: Phone call home to schedule a conference

If the misbehavior continues, the child will sit in time-out for one minute. This one minute is usually a cool down or separation from the situation and is indicated on the chart with (/) and an explanation on the back. If the behavior continues, the student will sit in a time out for one minute per year of age (Four-year old would sit for four minutes). After the child has been sitting for a short time-out, the teacher will kneel down to talk to the child about why he/she is in time-out. It is important that they understand why a time-out was necessary. If a situation involves offending or hurting someone else, the child has the opportunity to say, "I am sorry. Will you forgive me?" The two children can then shake hands or hug each other and return to the activities.

If a child is not responding to the classroom time-out, he/she may be brought to the Preschool Coordinator for the next level of time-out and a chat with the Coordinator. Afterward, the child also has the opportunity to speak to a friend if hurtful behavior has been involved. We strive for very short periods of time-out. However, upon occasion, we have students who choose to continue sitting in time out because they have refused to comply with the classroom rules.

When a child visits the Coordinator for behavior assistance, a note of explanation is sent home. At times, it may become necessary to contact the parent by telephone so they may talk with their child personally. If the misbehavior continues after this point the Coordinator may request that parents come to the school to deal with their child's inappropriate actions.

The school reserves the right to ask parents to withdraw children who continue to misbehave after the above behavior management techniques have been applied. CRCS Preschool strongly supports building the child's self-esteem and respect for self and others. All behavior management actions are toward that end.

Physical aggression such as biting generally occurs when preschoolers encounter situations where they feel they have no power. Staff are trained to be aware of potential situations where this might occur and diffuse them by assisting children in problem solving. Due to health concerns, biting will not be tolerated. Repeated biting offenses will result in expulsion or withdrawal at the discretion of the administration.

8. Curriculum

CRCS offers a teacher-directed, academic-based preschool program. It balances the scholastic activities along with play and social development. Library education, Spanish education, physical education, and music education are weekly additions. Basic technology education is also presented.

9. Dress Code

Children should come to school in comfortable clothes, shoes, and socks that can withstand paint, sand, dirt, etc. Clothes should be easy for the child to manipulate when using the bathroom. For example, an outfit that buttons up the back is not practical. Children need to wear sneakers or closed-toe shoes (with socks) in which they can run and play easily. **Sandals and backless shoes are not permitted** for safety reasons. Socks are to be worn daily. All students should have an extra change of clothing at school for occasional accidents (or energetic days at the water table). If the extra set of clothing is used, parents must send a fresh set the following day. Girls must wear shorts under their skirts/dresses.

All clothing, particularly jackets, sweaters, hats, and mittens must be labeled with your child's name.

A. Hair Policy for Boys

- Boy's hair should be clean, combed, and neatly trimmed.
- Hair must not be over the ear or collar and sideburns must not extend below the bottom of the ear.
- Bangs must be no longer than the tops of the eyebrows.
- Students will refrain from hairstyles and colors that are distracting or draw undue attention. Mohawks, fauxhawks and unnatural hair colors are not permitted.
- Logos are not permitted to be shaved into the hair.
- The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

B. Jewelry Policy for Boys

- Boys may not wear earrings.
- Necklaces must be worn under clothing and must not constitute a safety hazard or create noise.

C. Hair Policy for Girls

- Students are expected to have clean and neatly groomed hair.
- Students will refrain from hairstyles that are distracting or draw undue attention. Unnatural hair colors are not permitted.
- The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

D. Jewelry Policy for Girls

- Girls may wear jewelry such as rings, bracelets, necklaces, or earrings provided they do not constitute a safety hazard or create noise.
- Necklaces must be worn under clothing.

No clothing or hair style that identifies with groups or individuals which the administration feels is not appropriate to a Christian school will be permitted. The administration is the final authority in the interpretation of this dress code.

10. Evacuation Procedures

Throughout the year the school will have periodic fire, tornado, evacuation, and lockdown drills. Please note the following procedures concerning each of these procedures.

A. Fire Drills

At the sound of the fire alarm, students are to do the following:

1. Stop work immediately.
2. Leave all work on top of tables.
3. Form a single-file line while assigned student opens door; then quietly leave for assigned area (see room chart). Designated students will close door as last person leaves.
4. Stay quiet and in line in order to hear any instructions.
5. Turn and face building upon arrival at your meeting area.
6. Wait quietly for signal to re-enter the school.

B. Tornado Drills

In the event that a tornado warning is issued by the National Weather Service, the following steps are to be followed:

1. Notification of a tornado or other severe weather will be made through the intercom system.
2. Students in the preschool and elementary wings will move to the hallways and sit on the floor against the wall. All doors should be closed.
3. Students in the Student Center will move to the hallway. If additional space is needed, students may also sit in the bathrooms and office. All doors should be closed.

If time permits, students in the sanctuary should go to the hallway on the classroom level. If the tornado is imminent, students will move to the choir loft and sit against the wall. If additional space is needed students should sit on the platform and in the right baptismal (men's) room. Students in the gymnasium should move away from windows and sit against the wall.

C. Lock Down Procedures

1. Full Lockdown (highest level of threat): A full lockdown means all building doors are locked, no one (including parents) may enter or exit and students and staff are to remain in their classrooms until further notice. Provisions will be made for water, food and bathrooms if the lockdown is for an extended time. If the threat also includes the use of biological, chemical, or other weapons, staff will seal classroom doors and the HVAC (heating and air conditioning) system will be shut down and sealed from the outside to the best of our ability.
2. Modified Lockdown: In a modified lockdown scenario all outside doors will be locked and all students are to remain inside. Staff and students may move throughout the building but may not go outside. Parents with proper identification may enter only to remove their child.
3. Minimal Lockdown: In this scenario all doors will be locked. No outside activities will be permitted and movement from the main building to the Student Center will be limited. Parents may pick up their children by signing out in the school office.

D. Evacuation of Property

1. If necessary, the incident supervisor will call for an evacuation.
2. If off-site, the students will be evacuated to the ball field at Manchester Lakes Park, the Franconia Moose Lodge, Franconia Community Church or Franconia Elementary. Buses will load by the parking lot next to Charles Arrington Drive.
3. The Evacuation Coordinator will give directions to the staff and students, letting them know where to go, etc. He/She will then follow the last students to the evacuation area.
4. The Student Accounting Coordinator will get a count as students leave the building/property and then recount at the evacuation site.
5. The Parent Reunion Organizer will immediately head to the evacuation site and set up locations for students, parents, and media. As the students come to the site, the Parent Reunion Organizer will give instructions to staff. As parents come to the parent area, they may take their child as long as they are recognized or carded. The Parent Reunion

Organizer will check off each student as they are taken. If media should arrive, the Parent Reunion Organizer and Evacuation Coordinator will keep them from the students and staff. Students are not to be interviewed. All interviews will be handled by the Incident Supervisor. Parents will be informed as to the reason for the evacuation by letter.

When appropriate, the Evacuation Coordinator will let the staff and students know when and if they may return to the school.

11. Financial Policy

- A. Each year when parents register or re-register their children, they will receive a tuition schedule that explains the financial policies of the school.
- B. Tuition payments are based on an annual rate that is payable in 10 monthly installments. For specific fees, please refer to the schedule of payments. When registering, it is understood that a spot is reserved for that child for the entire school year, and that full tuition will be paid if the child remains in school the entire year. We do not give credit for missed days of school due to illness, inclement weather or voluntary absences. There will be a 10% penalty assessed for all late tuition payments. Any accounts over thirty (30) days past due will result in the child(ren) not being able to attend classes until the account is brought current or special arrangements are made with the administration. If an account becomes over thirty (30) days delinquent twice in one school year, the account must be paid in full for the remainder of the year. Any payments received will first be applied to outstanding tuition and then current tuition. The Administration reserves the right to disenroll students with ongoing issues of non-payment.
- C. All tuition payments are handled by contract through F.A.C.T.S. Tuition Management Company. Each payment is taken directly from your checking account on the 5th of the month from August – May by a direct debit process. (For the 20 payment plan, tuition will be direct debited on the 5th & 20th of the month from August – May.) There will be a \$25.00 service fee assessed for payments that are rejected due to nonsufficient funds. (NSF). If this should occur 3 times in a given school year, the account must be paid in full for the remainder of the year.

Please note the following schedule of payments:

<u>Payment</u>	<u>10 Payments</u>	<u>20 Payments</u>
First	August 5	August 5 & 20
Second	September 5	September 5 & 20
Third	October 5	October 5 & 20

Fourth	November 5	November 5 & 20
Fifth	December 5	December 5 & 20
Sixth	January 5	January 5 & 20
Seventh	February 5	February 5 & 20
Eighth	March 5	March 5 & 20
Ninth	April 5	April 5 & 20
Tenth	May 5	May 5 & 20

D. Late Policy

The following late policy is in effect for children picked up after 6:00pm:

- The first three late occurrences during the school year will result in a fee of \$.75 per minute.
- The fourth late occurrence during the school year will result in a fee of \$1.50 per minute.
- The fifth occurrence will result in a fee of \$1.50 per minute plus suspension or dismissal from the extended care program.

12. First Aid and Health Services

A. Accidents and First Aid

The office staff and school personnel will care for injured students. The office staff and school personnel have up to date first aid and CPR training. In addition, designated teachers and office staff have Medication Administration Training (MAT) certification as well as Diabetes Administration Training. Teachers are provided first aid kits equipped with basic supplies to assist students with cleansing of small cuts and abrasions. If your child receives an injury during the school day, an Accident Report Form will be sent home.

B. Allergies

Children with food allergies/restrictions must provide a doctor's excuse. A list of children and their allergies is provided to all school staff and the cook. Substitutions are made when possible for food allergies. If a child is allergic to bee/wasp stings, the parents must provide the school with any prescribed antidote injection which will remain in school. Procedures listed above must be followed for the administration of this medication.

If a child's allergies are severe enough to warrant use of an auto injector such as an Epi-pen, the parents must provide one to the school along with a completed Medical Authorization form. The medication must remain in school and will be sent home at the end of the school year. Parents

EMS will be contacted if/when use of such a medication is used. See “Dispensing of Medication”.

C. Emergency Contacts

Every year at the beginning of school, parents will need to fill out the Emergency Contact Information on School Speak. In an emergency, every attempt will be made to reach the parent. However, in the event that the parent cannot be reached, the contact person listed on the Emergency Contact portion of SchoolSpeak will be called.

D. Dispensing of Medicine

A student requiring medication or who is under a doctor’s care should usually remain at home. However, if a child does require medication at school, a “Written Medication Consent Form” must be filled out for all prescription and over the counter medicines. If the medication is to be given longer than 10 days, the form must be signed by a physician and is then good for up to 6 months. Any medication (prescription or non-prescription) must be provided directly by the parents with the form and must be in the original package with the child’s first and last name clearly labeled. The “name of medication” box on the consent form must match exactly with the medication brought in. All prescription medications must also contain the printout received from the pharmacist that list side effects and what it is for. Apart from these guidelines, medication will not be administered. All medication must be kept in the preschool kitchen, not in the classroom or the child’s backpack.

E. First Aid and Accident Insurance

We enroll our students in an accidental injury program through a school underwriter. The cost of this coverage is included in the registration fee. The school’s insurance program is designed so that your primary medical insurance is to be used first. The insurance supplied by the school is considered secondary and would cover the deductible or other out-of-pocket expenses you incur up to the policy limit.

F. Child Abuse and Neglect Law

Under the child abuse and neglect law, child care workers are required to report any suspected cases of child abuse and/or neglect.

G. Public Liability Insurance

Calvary Road Christian Preschool is covered by public liability insurance.

13. Health Policy

Each child must have on file at the time of enrollment a medical form (not more than six months prior to entry or thirty days if coming from another preschool) which has been signed by a

physician.

Children should not come to school if they are ill. As children arrive in the morning, our teaching staff will keep a watchful eye for symptoms of illness and/or contagious conditions. If a staff person feels your child has a condition that warrants him/her not attending for the day, you will be asked to take the child home. If a child becomes ill during the school day, you will be notified and asked to pick up the child. We ask that you notify the school immediately if your child has been diagnosed with any communicable diseases. In order to protect the student body, we require that any student with one of the following illnesses/conditions listed be taken home and remain there until he/she has fully recovered.

A. Fever

Body temperature above 100°. We will call parents if a child has a fever of 100° or more. **Students should be free from fever (without taking anti-fever medications,) vomiting or diarrhea for a minimum of 24 hours before returning to school.**

B. Conjunctivitis (Pink Eye):

Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball. The child should be seen by a doctor and be **treated for 24 hours** before returning to school. Your child cannot return to school the same day of treatment unless by permission of your doctor stating that he/she does not have **contagious** conjunctivitis.

C. Scarlet Fever

An acute streptococcal infection marked by fever, sore throat, and a red rash appearing most often on face, neck, upper chest, and skin of arms, elbows, groin and inner aspect of thighs. Scarlet fever is non-communicable after 24 hours of drug therapy (usually penicillin). Most children require three to four days of treatment before returning to school. This will allow your child time to recuperate and prevent further complications.

D. Strep-Throat Cultures

If your doctor does a throat culture on your child, **he/she may not return to school until results of the culture are known.**

E. Impetigo (Head, Foot, Mouth Disease)

Contagious multiple skin lesions usually on exposed portions (face, around lips and nose, fingers, elbows, legs and knees). Lesions are multiple, varying in size and shape and consist of blisters which rapidly turn into brown crusts, on a reddened base. Caused by strep or staph germs. The child is excluded from school until a physician authorizes the child's return, usually

three to five days.

F. Chicken Pox

An infectious, viral disease of childhood. The incubation period after exposure can be two to three weeks, commonly thirteen to seventeen days. Sudden onset with fever and itchy eruptions which become small blisters within a few hours and develops in different stages (crops). The child will be excluded from school until the last crop has crusted and is dry. Vaccination is now available for the chicken pox virus.

G. Head Lice

Any of various small, wingless parasitic insects that suck blood and inhabit the hair. When a child is suspected to have an active head lice infestation at school, parents are notified and provided with information about treatment. Students will be sent home at the end of the day and may return to school after they have received appropriate treatment at home. Please know that we share your concern about head lice. If you detect head lice in your child, please let the school know. CRCS will send notification letters home to parents and guardians only when there is an unusual clustering of head lice cases, while still seeking to protect the privacy of individual students.

H. Vomiting

Parents will be called to come for their child if he/she vomits during the school day. The child may not return to school until free of vomiting for 24 hours. Please do not send your child to school if he/she has vomited that morning prior to arrival at school.

I. Diarrhea

Parents will be called to come for their child if he/she is experiencing diarrhea during the school day. **The child may not return to school until free from diarrhea for 24 hours.** Please do not send your child to school if he/she has experienced loose bowels that morning prior to arrival at school.

J. Ring Worm

Area must be covered at all times while at school.

K. Runny Nose

If the mucous coming from a runny nose seems to be infectious (is yellow/green in color), the parent will be called to pick up the child.

14. Hours of Operation

Preschool is open from 6:45am to 6:00pm Monday through Friday. Check the annual school calendar for specific pre-planned closures including the following holidays:

Labor Day
Columbus Day
Thanksgiving Holiday (Closed entire week, Monday—Friday)
Christmas Holiday (Dates will vary)
Martin Luther King, Jr. Day
President's Day
Easter Vacation (Dates will vary)
Memorial Day

15. Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow, or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. **Calvary Road Christian School operates on an independent plan that may be similar to, but does not necessarily correspond with a particular school system.**

When there is inclement weather in the Washington Metropolitan area, we are asking you to use the following means to confirm the CRCS decision:

1. First, check the CRCS website. Go to www.crcs.org. This is the first place where delays, cancellations and other emergency announcements will be posted.
2. Check your email, the school voicemail, NBC4 and Facebook for emergency notifications from CRCS.

16. Kindergarten Eligibility

Students who have been enrolled in our preschool program are not automatically eligible for CRCS kindergarten. All students who wish to register for kindergarten at CRCS must re-enroll during the protected period. All applications will be considered, however, enrollment decisions for kindergarten will be prioritized according to Calvary Road Baptist Church membership, siblings of current students, current preschool students, responses to the student and parent questionnaire, and kindergarten readiness.

17. Library

Each class has library time once a week. Books are checked out for one week and may be renewed for a second week. Students will not be allowed to check out additional new books until all due or overdue books are returned. After ten days the book is considered lost, and the student will be charged the replacement cost. Students will also be assessed a replacement cost for heavily

damaged books.

18. Licensing Status

As a ministry of Calvary Road Baptist Church, preschool is exempt from licensure under the state religious exemption law. Calvary Road Christian Preschool complies with all applicable laws and regulations pertaining to health and sanitation, water supply, building codes, statewide fire prevention code, staff-child ratios and health and criminal check requirements for staff.

19. Lost and Found

Lost items will be taken to the physical education office. Items not claimed within two weeks will be disposed of at the school's discretion. Please mark all items of clothing and belongings with initials or names for easy identification. We want to help you cut down on the expense of replacing costly items through the lost and found, but can only do so if you will identify by name your child's personal items.

20. Meals

A. Breakfast Food Policy

Children may bring breakfast food if they finish by 8:00am. After this time, it becomes difficult to monitor eating with the number of children arriving. CRCS Preschool is a **PEANUT FREE ZONE**.

Breakfast is the most important meal of the day for your child. For many of us breakfast is a rushed meal. The following is a guideline you can use to be sure your child is getting a quick, but nutritious breakfast:

<u>YES</u>	<u>NO</u>
✓ Fruit Juices	✗ Donuts
✓ Fruit	✗ Candy Bars
✓ Yogurt	✗ Kool-Aid type Drinks
✓ Breakfast Bars	✗ Soda
✓ Bagels w/Cream Cheese	✗ Peanut Products

B. Lunch

A nutritious lunch is served each day. Unless there are food allergies, each child is asked to eat the lunch provided. The meals will rotate on a monthly basis and a copy of the lunch schedule will be provided at the beginning of the school year. Lunches will also be provided for preschoolers on field trips.

21. Mission and Vision

A. Mission

Calvary Road Christian School exists to provide a distinctly Christian education that leads students to a lifetime commitment to Jesus Christ, the development of Christian character, excellence in academics and service to others.

B. Vision

Calvary Road Christian School seeks to lead students to faith in Jesus Christ and to develop scholars whose Christian worldview impacts the world for Christ.

22. Naps

CRCS feels it is important for each child to have a quiet time for rest and sleep. Rest time is provided daily from 1:00pm to 3:00pm. During nap time, your child will hear a quiet story and peaceful music before falling asleep. A staff member will remain in the room throughout the nap period. Children will leave their cots only for bathroom purposes when the teacher quietly tells the children they may get up. Parents are required to bring a slumber bag or sleeping bag to increase their child's comfort. All such items should be identified with the child's full name.

23. Non-Discriminatory Policy

Calvary Road Christian School admits students of any race, color, or national or ethnic origin to all the 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, sex or national or ethnic origin, or handicap in the administration of its education, admissions, scholarships, athletics or other school-administered programs.

24. Office Hours

8:00am to 4:00pm Monday – Friday

25. Outdoor Play

The children play outdoors almost every day. Please send your child in clothes suitable for outdoor play and according to the weather. Children will go outside in the winter months unless it is very cold. If a child is required to stay indoors for medical reasons, we will ask for a note from your doctor. Otherwise, all children will go outside with the group.

26. Parent Involvement

Parental involvement at CRCS is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved in various opportunities within the classroom and in support activities.

27. Parties

A. Classroom Parties

The children enjoy holiday classroom parties such as the Fall, Christmas, Valentine's Day, and Easter celebration, throughout the year. These parties are enjoyed as an entire preschool with rotating games and activities. Each party always begins with a special chapel program to acknowledge and thank the Lord for His goodness.

CRCS Preschool celebrates God's bountiful harvest at the end of October. **We do not celebrate Halloween.** However, we respect each family's right to make other choices. **We do ask that children not bring to school or wear such things as witches, ghosts, Santas, leprechauns, trolls, scary or violent movie characters, mystical or magical characters, etc.**

B. Birthdays

In school birthday parties are not allowed as they may take an extensive amount of time. We encourage parents to provide a treat (snack or snack and drink) on their child's birthday to be enjoyed by all in the class. Parents may bring treats and/or drinks, for a child's birthday and parents are permitted to stay while the children eat. All snacks and or drinks must be store bought and have a clear ingredient label.

Parents are not to bring in class goodie bags for any holiday, including birthdays.

C. Private Parties and Sleepovers

Teachers and students are permitted to hand out invitations to parties during school hours (6:45am – 6:00pm) only if the invitations include all students in the class or all students of the same sex as the child. When one or more students are left out, it causes division and hurt in the class. Please be aware of the impact your actions have on the school environment. Parents who do not wish to follow this procedure will need to hand out invitations before or after school hours.

Also we request if invitations are handed out to school students during school time that the party not be take place during church worship service times. Teachers are not permitted to hand out invitations for parties meeting at these times.

D. Social Parties

Throughout the year, various parties and get-togethers either during school or after school hours are planned. CRCS does not promote and is not responsible for any private parties or functions planned by students. Any school sanctioned party or get-together must have chaperones from the school. Parents, if you have any question regarding any function alleged to be under the auspices of the school, please call the school office for verification. For evening activities, you will receive notification of school sanctioned activities via a parent letter or a note from the teacher.

28. Philosophy and Objectives

As a ministry of Calvary Road Baptist Church, we feel that the most important knowledge a person can have is a personal knowledge of Jesus Christ and His plan for mankind. The complete process of education for a student leads them to make a voluntary commitment to Jesus Christ as Lord and Savior and then teaches them how to relate and pattern their life after God's plan for them spiritually, academically, socially, and physically.

Since the primary responsibility for this training belongs to the home according to the Scriptures (Deuteronomy 6:1-9 and Ephesians 6:1-4), the school is an extension of the home and the church to reinforce and expand this Biblical training.

With this in mind, the school has several objectives for the students.

A. Spiritual Objectives

We desire to see a spiritually discerning student, who is mighty in spirit and Christian character, and who is willing to serve the Lord Jesus Christ in whatever capacity that God may call him/her. We desire that each child have an independent walk with Christ in a self-governing way so that the student does not need external control.

To accomplish this, our spiritual objectives are:

1. To teach the truth that the Lord Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.
2. To teach that the Bible is the inspired, infallible Word of God, and help the student to appreciate and accept its practical use and importance.
3. To teach that consistent progress in Christian living is dependent upon fellowship with the Lord Jesus Christ through reading, praying, studying, and memorizing God's Word.
4. To teach the student to have a joyous Christian life by following God and obeying His will as revealed in the Bible.

B. Academic Objectives

We desire to produce a well-rounded and disciplined student in the area of academic understanding, knowledge, and skills. We want the student to be an independent thinker capable of researching, reasoning, relating, and applying biblical principles to every area of life, particularly the area to which the student has been called.

To accomplish this, our academic objectives are:

1. To teach the student the fundamentals of God's creation, including language arts, geography, mathematics, history, science, fine arts, a foreign language, art, technology and Bible from a Christ-centered viewpoint, so that he/she will develop to the glory of God spiritually, mentally, socially, and physically, not in his/her natural energy, but through new life in Christ.
2. To teach students analytical and communicative (oral, written, listening) skills.
3. To teach students how to reason with Godly wisdom.
4. To teach students to work effectively both independently and cooperatively.
5. To promote the application of Christian principles to daily life.

C. Social Objectives

We want to help train students who are socially stable and able to go into the vocation of their choice, to be responsible citizens and conduct themselves capably among their peers. We want students to know their nation's heritage, understand the responsibility of maintaining civil liberty, and be able to relate Christian moral values to an ever changing world and society, so they will bring biblical answers to the world and not be part of its problem.

To accomplish this, our social objectives are:

1. To teach students to assume responsibility.
2. To develop in students the proper attitudes, ideals, habits, knowledge, and skills, which are necessary in preparation for life.
3. To give students the kind of experience that will help them face life with courage and understanding and to help them experience a living faith in God that will make them a credit to Christ, the community, the nation, and themselves.

D. Physical Objectives

We want to produce a child who is physically fit to serve the Lord, who has a good knowledge of health and hygiene, and who has the ability to be a servant and to care for his/her body as the temple of the Holy Spirit.

To accomplish this, our physical objectives are:

1. To teach life-long principles of physical fitness, health, and hygiene so that students can properly care for their bodies as a servants and temples of the Holy Spirit.
2. To stimulate in the student the appreciation of and desire for wholesome recreation.

29. Potty Training

All children must be FULLY toilet trained. It is acknowledged that three-year-olds require extra encouragement while making the transition into school in the fall. The staff members are very sensitive and supportive of the children in this area. However, all children must be toilet trained before coming to school. **“Pull-ups” or training pants may not be worn at CRCS. Repeated accidents over an extended period of time may result in having to withdraw your child.**

Toilet training included bladder and bowel control, the ability to wipe independently and the ability to manipulate clothing independently.

30. Problem Solving

A. Matthew 18 Principle

The goal of the following policy is to communicate effectively when problems arise and to handle complaints directly with the persons involved at the lowest organizational level possible in a prompt, fair and courteous manner. This is not for the purpose of avoiding or delaying communication but to keep the lines of communication open according to the biblical principles found in Matthew 18:15-16. Some concerns may not be considered an issue of sin as Matthew 18 describes. There may be personal or professional matters of concern you have regarding an individual in the school. Even in these cases the principle of direct communication with the individual involved is still important.

B. Unity of the Spirit

Every school is characterized by a multitude of interpersonal relationships. If any line of communication is cut off within these relationships, the work of the school is hindered. This happens in many schools, both Christian and secular. In these cases people are offended because of the gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God or to impress our students with his love and power at work among us. We should be reminded of Ephesians 4:2-3, that we be “completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.

C. Direct and Discreet

In this spirit all members of the CRCS community, whether students, parents, teachers, or administrators, are expected to handle their complaints directly and discreetly with the person involved. Each of us is to meet privately with the one who is part of the problem, and we are not to take the problem elsewhere. If a solution cannot be reached at this one-on-one level, then the next level up in the CRCS organizational structure may be involved.

D. Building Trust

In all these cases care must be taken not to bypass the one-on-one stage. Most problems can be handled at this level without bringing anyone else into the discussion. Fear of confrontation or fear of hurting feelings are not acceptable reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly and lovingly to the one who is most directly involved in the problem.

E. Problems between Parents and School Staff

A parent who has a complaint about a teacher should meet privately with the teacher to find a solution. If a solution cannot be reached the parent will ask the Administrator to meet with them. A parent or teacher with a complaint about the administrator must first make the complaint known to the administrator privately. Together they should seek a solution. Only if a solution cannot be reached at this level should they refer the problem to the next level. As a last course of action, the matter will be referred to the school board and finally to the Executive Pastor of CRBC.

F. Three Options

It is essential that we approach these situations in a spirit of genuine love, having first examined and corrected our own attitudes and actions. The purpose of going to our brother in this way is to restore, not accuse. Only if we are unable to restore our brother will we share the problem with others higher up in the organizational structure. In light of this policy there are essentially three options available to use when we have a complaint:

1. Decide that though the matter may be resolvable it is not serious enough to confront; therefore it is dropped and not discussed with anyone.
2. Discuss the matter directly, carrying it up through the organization until resolution is achieved.
3. Determine that the problem is irresolvable but too serious to ignore; therefore we part company rather than remain in conflict.

G. Seeking Counsel

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective. However, great caution must be exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person, and may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander, we will make every effort to keep the name of the offender out of the discussion. It takes great discipline and integrity to be conscientious in the matter of seeking counsel.

H. Reconciliation is the Goal

From time to time we will find it necessary to encourage someone who has a complaint to go to the person who has offended them. In such cases we should always attempt to call them back as soon as possible to make certain that they are satisfied with the results. If they are not, then we offer to go as a witness and carry the matter up through the organization. In this way we make certain that the difficulty has been taken care of. Remember that the goal of this is reconciliation for the unity of all believers. A true mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

31. Progress Reports

Each student will be evaluated throughout the school year on his or her progress on the completion of readiness skills predetermined by CRCS. These skills provide each student with a good foundation to be successful in the kindergarten program at CRCS.

Teachers will keep portfolios on each child to aid in the evaluation of the student. Report cards will be sent home four times a year. If at any point during the year you need to speak to the teacher about a concern or discuss a child's progress, conferences can be scheduled with the teacher.

32. Security

School entrances are locked at all times. Please use your parent code to enter the preschool wing door (number 8) or the main school entrance in the back of the building. If you need entry to the school building during the hours of 8:00am -4:00pm without a parent code, please ring the bell at the main school entrance. (Door #3)

33. Show and Share

Each class has a special time for "Show and Share." Parents receive "Show and Share" topics in the

parent letter. Children are encouraged to bring something relevant to share with classmates. “Show and Tell” is a language opportunity as well as a special time of sharing a precious toy, picture, item, experience, etc. Children are encouraged to bring other objects of interest such as nature items or other personal things of interest that enhance children’s’ experiences. Please send items in a bag with the child’s name written on it. **We ask that parents not send children to school with toys from home unless they are specific to “Show and Share.”** When extra toys come to school, they stimulate disagreements between children. School staff may find themselves in the position of trying to decide who is the owner of an unlabeled object that several children claim.

34. Special Events

A. Field Trips and Activities

Field Trips will be scheduled periodically throughout the year to support the curriculum. The fees for the field trips are included in your tuition; however, permission slips will be sent home for your signature allowing us permission to remove your child from school premises. Parents are encouraged to attend the field trips. Sack lunches will be provided for your preschooler for field trips that are scheduled during lunch time. Any adults accompanying children must provide their own lunch and possibly their own transportation.

B. Music Programs

The school sponsors several music programs for parents and friends. A Christmas program is performed during school hours and at the end of the school year there is a special “cap and gown” graduation ceremony for our four-year-olds.

35. Staff

The staff is made up of dedicated Christians who love the Lord and have a genuine love for children. All of our four year old teachers have degrees in Education or the Child Development Field. All staff are trained to work with children and spend time in preparation for each day’s activities. They each have a health certificate on file at the school office showing them to be free from communicable disease or any disability which would prevent them from caring for children. We also require a Criminal Record Clearance from the Central Criminal Records Exchange Department of the State Police. Teachers are required throughout the year to attend various workshops or seminars in the field of early childhood. All teachers and staff of CRCS are members of a Bible believing church.

36. Solicitation

No one (including students) is permitted to sell any items for private interests to other students or staff members. We also do not permit anyone to put up advertisements promoting a private business.

37. Withdrawing a Student

All withdrawals must be handled through the school office by the parents. Both parents, having legal custody, must sign the forms in order to withdraw their child. It is understood that all students enrolling in CRCS do so with the intention of remaining for the entire year. If a premature withdrawal is necessitated by unforeseen circumstances, such as a job transfer, arrangements may be made in the school office by the parents. In the event of early withdrawals, parents must notify us by filling out a school withdrawal form at least one month in advance. Failure to follow this policy will result in a financial penalty. Fees such as registration fees, book fees, or elective fees **are not refundable**.