

**Capital Christian School  
Early Education Center  
PARENT HANDBOOK**



~ Table of Contents ~

<b>INTRODUCTION/MISSION STATEMENT/VISION STATEMENT.....</b>	<b>2</b>
Core Values and Purpose Statements .....	3
Non-Discriminatory Policy .....	3
<b>PHILOSOPHY .....</b>	<b>3</b>
Statement of Faith .....	4
<b>POLICY AND PROGRAM INFORMATION .....</b>	<b>6</b>
Admission Policy.....	6
School of Inclusion.....	6
Early Education Center Schedule .....	6
<b>Drop-in Policy.....</b>	<b>6</b>
General School Rules .....	7
Program .....	7
Goals and Objectives .....	7
Visiting the Classroom and Observing Your Child .....	8
Early Education Center Adjustment.....	8
Signing in Your Child .....	9
Release of Your Child .....	9
Dress Code .....	10
Absences .....	10
Tardiness .....	10
Show and Tell .....	10
Toys.....	11
Property Rules/Lost Articles.....	11
Fire Drills.....	11
Emergency School Closure or Dismissal .....	11
Rest Time .....	11
Lunch and Snack.....	12
Birthdays.....	12
Discipline .....	12
Suspension .....	13
Registration .....	13
Tuition .....	13
Calendar.....	14
Late Fees.....	14
Withdrawal .....	14
Health Care Summary .....	15
Illness & Medical Care.....	15
Medications.....	16
Sunscreen, Lip Balm and Essential Oils.....	16
Injury 16	
General Cleanliness .....	17
School Pictures .....	17
Facebook.....	17
Field Trips .....	17
Communication with Parents .....	17
Parent Involvement .....	17
Rights of the Licensing Agency .....	18
Resolution of Disputes.....	18
Mediation/Arbitration Agreement .....	18

## **Introduction**

This Handbook has been prepared as an informative guide for Capital Christian Early Education Center (EEC) children and their parents so that they may know and understand the school's policies and regulations. Please read it carefully, and . . . *keep it for future reference!*

The school wishes to ensure that becoming a part of our "school family" will be profitable and rewarding for you. Therefore, the administration and faculty encourage respect for work, authority, rules, and consider courtesy and Christian behavior primary essentials in the total program of Capital Christian Early Education Center.

Capital Christian Early Education Center is, as its name implies, a Christian program with an evangelistic emphasis. The school is operated as a department of Capital Christian Center and governed by its elected Board of Directors. It is the intent of the school to offer parents and children a quality Christian education through the efforts of a dedicated Christian teaching staff. Our teachers and staff must maintain regular attendance and support of a local church. Capital Christian Early Education Center is a member school of the Association of Christian Schools International and is licensed by the State of California.

Staff are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationship, conduct and moral behavior. In the application of the Biblical standard of moral conduct, Capital Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman.

The decisions made by Capital Christian School, on behalf of its employees and students, will be made within the framework of the Bible and our understanding of its application to our lives. It is the goal of Capital Christian School that each employee and family have a lifestyle where “. . . He might have the preeminence.” (Colossians 1:18)

Our objective is to firmly support and reinforce the Christian training the parents are providing in the home. The Chapel services, Bible circle times, and practical Christian living are intended to be a supplement to regular church attendance.

### **Capital Christian School Mission Statement**

It is the mission of Capital Christian School to prepare students to navigate the issues and realities of life by developing their spiritual, academic, social, and physical potential, all from the foundation of Biblical truth (Luke 2:52).

### **Capital Christian Early Education Center Mission Statement**

The mission of Capital Christian Early Education Center is to assist the family in the training of their children in a loving and secure environment where children can develop in a Bible-based program run by educated, professional staff.

### **Vision Statement**

CCS supports the homes and churches of students in providing an education that is grounded in the Judeo-Christian values of the Bible as reflected in the life and teachings of Jesus Christ. The vision of the school is to: Inspire Excellence, Strengthen the Spirit, Transform the World.

## **Core Values**

*Environment of Acceptance* - All people matter to God. We provide an atmosphere of love and acceptance.

*Developing People* - We equip people to grow in their purpose; empowering them for a lifetime of ministry and leadership.

*Building Strong Families* - We emphasize biblically healthy and caring relationships. We provide an environment which strengthens marriages and families.

*Youth Minded* - We disciple and develop the children and youth of our church and community. We emphasize their value and importance.

*Biblically Based* - The Bible is the foundation for transformation and growth in the lives of individuals. We present Scripture in a relevant manner, as the guide for successful living.

## **Purpose Statement**

Inspire excellence, strengthen the spirit, transform the world.

## **Non-Discriminatory Policy**

Capital Christian Early Education Center admits children of any race, color, and national ethnic origin to all the rights, privileges, programs and activities offered to children at the school. It does not discriminate based on race, color, national, and/or ethnic origin in administration of its educational policies and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

## **Philosophy**

### **We believe God gave parents the responsibility of educating their children.**

“Children obey your parents in the Lord, for this is right.  
Honor your father and mother . . . bring them up in the training of the Lord.” (Ephesians 6:1-4)

### **We believe children are a gift of God.**

“Behold, children are a heritage from the Lord.  
The fruit of the womb is a reward.” (Psalm 127:3)

### **We believe each child is unique and a purposeful creation of God made in His image.**

“For You formed my inward parts; You covered me in my mother’s womb.  
I will praise you, for I am fearfully and wonderfully made,  
Marvelous are your works, and that my soul knows very well.” (Psalm 139:13-14)

### **We believe children learn by example.**

“You shall teach them diligently to your children, and shall talk of them [commandments] when you sit in your house, and when you walk by the way, when you lie down, and when you rise up.”  
(Deuteronomy 6:7)

### **We believe in an evangelistic approach to Christian education.**

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son

and of the Holy Spirit, and teaching them to obey everything I have commanded you.”  
(Matthew 28:19-20)

It is our desire to partner with you and your children to establish a three-way connection between staff, families, and children. We will provide loving, yet firm guidance in order to help the child grow in their independence and self-control. We believe that the first five years of a child's life are crucial to their development. Children are active, full of curiosity, and are eager to learn.

We believe that children learn through play and by using their five senses. We believe that each child learns by active participation, exploration, and discovery. We will provide a stimulating and enriching experience for each child in preparation for later academic learning through a variety of play experiences and opportunities for creative expression.

Planned within the framework of philosophy and purpose, the curriculum includes Bible instruction, sharing and conversation time, stories, songs, fingerplays, creative art activities and crafts, music and movement activities, games and large muscle activities, field trips, technology, engineering, science and nature activities, and exposure to shapes, colors, numbers, and letters.

A Christian emphasis is infused throughout the program so that children will learn of God's character and love. Emphasis is placed on learning about God and the truths of God's Word in relationship to man and his world, recognizing that the way to God comes through a personal faith in Jesus Christ. Spiritual truths will be presented in a manner that is meaningful to children. Bible stories are presented using a children's Bible, puppets, flannel pieces, music, and large Bible pictures.

“But Jesus called them to Him and said, ‘Let the little children come to Me, and do not forbid them; for of such is the kingdom of God.’” (Luke 18:16)

Capital Christian School will have high spiritual and academic standards and will include the development of the whole person spiritually, mentally, socially, physically, and emotionally. Christian maturity comes by application of the truths of the Bible in all areas of life. In its approach to spiritual matters, the school will be consistent with Capital Christian Center and the General Council of the Assemblies of God, but will also be respectful of and sensitive to the teachings of other evangelical denominations.

## Statement of Faith

Capital Christian School holds to an orthodox historical Christian faith, as reflected in these basic statements of our beliefs.

**About the Bible:** We believe that the Bible is fully inspired by God, that it is entirely trustworthy and is our guide for faith and life. (2 Timothy 3:16; 2 Peter 1:21)

**About God:** We believe that God is the loving Creator of all that exists, both seen and unseen. God is eternal and completely good, knowing all things, having all power and majesty. God exists eternally as the Trinity, in three persons, yet one God: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

**About Jesus:** We believe that God expressed Himself in human form through Jesus Christ. Jesus was born of the virgin Mary and lived a sinless life. We believe He was crucified for the sins of us all, rose again from the dead and ascended to heaven. (John 10:33, 11:25; Isaiah

7:14; Matthew 1:23; Luke 1:35; Mark 16:19; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9, 4:15, 7:26)

**About the Holy Spirit:** We believe that the Holy Spirit, sent from God to live in all who believe in Jesus, teaches, comforts, and empowers us, giving each follower of Jesus diverse gifts for serving in the church and serving others in the world. We believe that it is through the Holy Spirit that we change and develop a holy life and Jesus-like character. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18; Titus 3:5)

**About Salvation:** We believe that all people are created with dignity and great value in the image of God - that people were created to live in a thriving relationship with God. However, through our sin (failing to live by God's moral standards), we break our intended relationship with God and we experience the sad consequences of that broken relationship, both spiritually and socially. Because of God's love for us, He sent His Son, Jesus, to rescue us from those consequences and to restore our broken relationship with God, through Jesus' death on the cross, a perfect act of redemption for each of us. We receive the free gift of forgiveness and are spiritually reborn through repenting (changing our mind and heart) of our sin and placing faith in Jesus alone. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10)

**About the Church:** We believe that the church is comprised of any person anywhere in the world who puts faith in Jesus. The church itself is made up of people who are empowered by God's Spirit to be part of the mission of Jesus here on earth. The church is one global community but has smaller, local expressions, such as Capital Christian Center. Each local church has a unique personality, and we see beauty in that diversity. We believe that the church does not exist for itself, but it exists as a community of worshipers who are here to serve others, as we bring the love and hope of Jesus to the world around us. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

**About the Afterlife and End Times:** We believe there is a literal heaven and a literal hell and that one day Jesus will return. We approach the topics of the afterlife and end times with great mystery and wonder. (John 5:28-29; Acts 1:1; Revelation 19:11)



## **POLICY AND PROGRAM INFORMATION**

### **Early Education Center Admission Policy**

Authorization for admission to Capital Christian Early Education Center is made by the Director, when each child is determined to be:

1. Two through five years of age.
2. Ready for the type of group experience that the Early Education Center will offer.
3. Socially, emotionally, and physically mature.
4. Able to benefit from the program.
5. If the classes are filled when a parent calls, the parent may request an application for the waiting list to fill vacancies as they occur. As vacancies occur during the year, they will be filled from the waiting list.

Capital Christian Early Education Center provides toilet training as part of the childcare program for our Toddler students. Parents are required to bring their own disposable pull-ups and flushable wipes. A child is determined to be toilet trained when all of the following are complete as determined by the Director.

1. The child does not wear training pants, or "pull-ups".
2. The child knows when he/she needs to go.
3. The child takes initiative to go.
4. The child is able to manipulate and manage his/her own clothing.

These requirements have been maintained by the child for 30 consecutive days.

### **School of Inclusion**



The Early Education Center welcomes all students, who are ready to learn. This includes children with a variety of learning needs. We want to be a place where all can come to learn that they are wonderfully and uniquely created by God and loved by their Savior Jesus Christ. With this mandate we understand that some children require more support so we have partnered with Every Child Autism Center, founded by Dr. Cynthia Zierhut. She and her therapist can be seen around campus assisting children as needed. They come with a wealth of knowledge and are all certified under EDM (Early Denver Model). Included in your New Student Folder you will find an informational sheet explaining more about this partnership.

### **Early Education Center Schedule**

The Early Education Center's hours are:

7:00 A.M. to 6:00 P.M (Full Day)..... 7:00 A.M. to 12:00 Noon (Half Day)

Any changes in your child's schedule must be made on the first of each month, subject to availability. Please stop by the office for a *Change of Schedule Form*. The request must be written and signed by the parent and given to the Director for approval.

The Early Education Center also offers a variety of programs which may consist of: two days, three days, or five full or half days. Because the teachers carefully plan ahead for the daily curriculum, and because of staffing needs, there can be no "switching" of days.

### **Drop-In Policy**

"Drop-in" care may be available if arrangements are made with the Early Education office beforehand and is dependant on space availability for the day needed. Drop-in fees are \$55.00 for preschool & T/K and \$60.00 for Toddlers. The drop-in fee is due on the morning of drop-off or may be added to your bill, if requested. Please note that if the "drop-in" day occurs after the 10<sup>th</sup> of the month, if the fee is not paid on the day of service, a late fee will apply. There can be no "making-up" days due to absences.

## **General School Rules**

There will be **NO**:

- gum on the school grounds
- candy in lunches
- soda in lunches
- glass containers
- expensive jewelry or sunglasses
- knives or "weapons" of any kind, including toy guns
- aggressive toys

## **Program**

We are licensed by the State of California, and sponsored by Capital Christian Center. We are staffed by qualified and experienced teachers who are dedicated to helping parents in training their children in a warm, Christian environment.

The morning Early Education program includes experiences which provide growth in all areas including:

1. Intellectual - by encouraging an enthusiasm for learning through discovery, exploration, creativity, and first-hand activities.
2. Physical - by providing experiences which develop large and small muscle coordination and motor skills.
3. Social - by encouraging sharing and consideration of others, participation in group activities and developing a feeling of security and belonging.
4. Spiritual - by daily Bible teaching, stories, and songs, and by exposure to the knowledge of our Creator and His Work through a daily Bible Time.

## **Goals and Objectives**

1. Teach the Bible as the inspired Word of God.
2. Teach the young child that God loves and cares for him/her and all mankind. To build up the child's self-esteem.
3. To reach out to the child's family and share Christ's love for them.
4. To help make the child aware of the world around them.
5. To help the children develop good manners.
6. To help the children learn how to share and care about others.
7. To provide a loving warm environment for all children that they may:
  - develop self-expression through music and crafts.
  - develop self-control.
  - develop interest and joy in learning.
  - develop responsibility and resourcefulness.
  - become comfortable in a group setting where they both learn to be quiet and listen to the teacher or participate in fun and noisy activities.

8. Some areas of learning:

- language (name and address)
- large motor (step, bounce ball)
- visual motor (cut on lines, shapes)
- visual perception (design/matching)
- auditory perception (same, different)
- auditory memory (shapes, sizes, color, sequence)

### Visiting the Classroom and Observing Your Child

Parents may visit the classroom and/or activities of their child. We welcome you to drop in, unannounced, at any time to be a part of your child's day. Stop and see us whenever you wish.

- We encourage parents to view their child in the classroom setting.
- Most classrooms have windows to allow you to observe without disrupting the class or your child. You are *NOT* limited to this viewing, however.
- You may also enter the room and speak with your child.
- We ask that you try not to disturb the class as a whole where possible.
- You may speak with the teacher concerning your child at any time.
- We prefer this be arranged ahead of time so as not to disrupt the flow of instruction for other students.
- Conferences may be requested for children.

Visitors must **stop at the office and sign in first** and obtain a Visitor's Badge to wear. Please have your photo identification with you. We must *KNOW* who is in the building at all times for security reasons. Any adults wishing to spend time and volunteer in the classroom must have a background check and volunteer form on file before doing so.

### Early Education Adjustment



1. It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people.
2. Prepare them ahead of time by discussing these changes as far in advance as possible. Talk about some of the new people and new things your child will do.
  - a. Discuss any concerns of your child.
  - b. Present the new experience in positive terms!
3. The first day:
  - a. It is natural for the child to be hesitant, especially if it is the first time the child has been separated from you.
  - b. A cheerful goodbye kiss from you, a smile, and a reassuring word that you will be back after work is all that you need do. Then, *leave!*
  - c. Our caring staff will take it from there.
  - d. Please do not sneak out when your child is not looking!
  - e. Usually, the child settles down shortly after the parent leaves, and gets involved with the other children and the program that is geared to their age and interests.
  - f. Feel free to call the Early Education Office when you arrive at work and see how your child is doing. The chances are high that your child will be busy playing and you can relax and concentrate on your job.
4. Temporary problems may occur, depending on the child's age.
  - a. Some children will "act-out" their feelings by:
    - clinging to you and refusing to let go
    - having tantrums
    - forgetting their toilet training



- not eating
  - waking up at night or having bad dreams
  - thumb sucking
  - bedwetting
  - expressing desire to stay home
- b. Usually, these are only temporary problems. If your child is treated lovingly, this behavior should go away quickly.
- c. Remember: If you're enthusiastic, chances are your child soon will be too!

### **Signing your child in and out**

You must have your child signed into our Early Education Center every day and it must be done by:

- Persons 18 years of age or older
- Persons whose names appear on the back of the Application Form and/or Emergency Card.
- A note written by the parent authorizing a person whose name is not on the Application and/or Emergency Card to bring the child.

Sign in and out using your full legal name; no initials, please.

### **Release of Your Child**

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. Capital Christian School will:

- not accept the responsibility of deciding which parent has legal custody where there is no court document.
- accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.
- not subvert the law.

For your child's protection, the following criteria are to be followed:

- Students will only be released to authorized persons listed on the student's emergency card. The authorized person must be 18 years of age and be able to show picture identification.
- No student is to be released without specific permission from a parent or guardian. We *must* have authorization in **writing!** If an emergency situation occurs, the parent/guardian must contact the Early Education Office giving verbal authorization for release of the child to an alternate person. The parent/guardian will be asked to provide the name and description of the person authorized to pick up the student. Unless the Early Education Office personnel can identify the caller without question, the parent/guardian will be asked to give their Social Security number.
- The outside doors to the Early Education classrooms are locked the majority of the day for the safety of the children. It is our policy for the teachers to open the door for parents and other recognized adults that are authorized to drop off or pick up children. For this reason we ask that all children arrive prior to 8:30 am daily in order to avoid disrupting circle times by having the teachers answer the door.

***Your child is very precious to us. These rules are here to protect your child and to ensure his or her safety.***

### **Dress Code**

Vigorous play and a variety of art experiences require that children be dressed in durable, washable clothing. Daily activities include active and messy play and the children should feel comfortable enough to enjoy them without worrying about their clothes. Although we offer smocks, at times accidents do happen. If your daughter prefers dresses; please put shorts underneath to retain her modesty. A sweater or coat should be provided for a change in the weather. The Early Education Center is not responsible for replacing damaged clothing.

To the extent possible, children are expected to take care of their own bathroom needs, so their clothing should encourage independence. Simple clothing that is free from complicated fasteners is recommended.

- Shoes are to be worn at all times, except for nap time. Flip-flops, open-toed and open-back shoes, jellies, plastic shoes, and sandals are *NOT* permitted. For safety reasons, closed shoes and socks must be worn at school. Shoes with soft soles provide good traction.
- Underwear must be worn at all times.
- All children must bring a change of clothes marked with first and last name on it. A "Ziploc" bag with the child's name on it, is convenient for storage. Please see that the clothes change as the seasons change. *Please put first and last names on coats, sweaters, and/or extra clothes.* Soiled clothes must be taken home and replaced with a fresh set the next day.
- For children enrolled in the toilet training program, the parents must provide flushable wipes and disposable pull-ups identified with the child's name. Please dress your child in clothes that can be easily manipulated.
- For safety reasons it is not recommended that girls wear earrings that have hoops or dangle from the ear lobe for their protection during active play. Boys may not wear earrings.

### **Absences**

Because staff salaries and expenses continue even if your child is absent, full fees are to be paid. If your child is sick and will be absent for the day, dropped off late, or picked up early, please telephone the office by 9:00 a.m. A phone call letting us know will help us and the teachers in planning for the day.

### **Tardiness**

If your child will be late, please notify the office. If you want to order a hot lunch, the call must be received by 9:00 a.m. We cannot guarantee the cafeteria will be able to provide a hot lunch if we are not notified by 9:00 a.m. Phone messages will be checked prior to phoning in the daily lunch count.

### **Show and Tell (Ziploc Learning)**

Show and Tell is a great opportunity to share and to learn how to speak in front of a large group. Sharing days will be assigned on a monthly basis and all classrooms participate. Items should be interesting and educational. Please bring them in a closed bag with the child's name on it. Do not send fragile items, violent toys, weapons, or scary creatures.

### **Toys**

1. In order that children not to be disappointed with a broken or lost toy, we prefer that they use the toys that we provide.
2. Please leave all toys at home with the exception of a soft toy for naptime. Please be sure to label it with your child's name.
3. If for some reason a child's personal toy makes it into the classroom, the teacher will help guide the student to place it safely in their file folder so that it is easy to locate at the end of the day.

### **Property Rules/Lost Articles**

1. Capital Christian Schools and/or Capital Christian Center will not replace lost/stolen articles or make reimbursement for lost/stolen articles.
2. Students and their parents are responsible for damaged property, (personal, school or church) whether damage was willful or accidental.
3. Lost and found items will be cleaned out periodically and donated to a charitable organization.

In order to prevent missing articles, please label *everything!* In spite of all the care you take, clothing will occasionally get lost or taken home by another child. Please check to make sure that what is taken home indeed belongs to your child. If something is missing, please check the "Lost & Found" located in the Teachers' Work Room.

### **Fire Drills**

1. Emergency drills are held periodically to acquaint your child with evacuation procedures. This may make quite an impression on your child the first time a fire drill is held, but your child will soon become accustomed to it and know just what to do.
2. The Early Education Center is equipped with a fire alarm system and fire extinguishers. We train all our employees on procedures and practice regularly.

### **Emergency School Closure or Dismissal**

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the telephone and/or the Emergency Broadcast System (EBS). A news bulletin will be broadcast on the following media stations:

KFBK 1530 A.M.

KFIA 710 A.M.

KOVR Channel 13

Students will be released to parents and/or adults listed on the emergency cards only!

## **Rest Time**

A time for rest (during which each child will rest on a mat) will be a part of each day from 12:30 P.M. to 2:30 P.M. Your child will need a blanket, crib sheet and a small pillow with his/her name on them. Please place items in a pillowcase which has his/her name on it, too. This will be left here all week and you are to take it home on Fridays to clean. For non-napping children we do offer the Cougar Club at 1:30, when adequate staffing is available. Children will be picked up by Cougar Club staff in their classrooms and taken to either the playground or Fireside Room, dependent on weather.

## **Lunch and Snack**

Since Capital Christian Early Education Center does not provide a breakfast program, children should have eaten breakfast before they arrive in the morning. If for some reason you are unable to serve it before arriving we ask that you bring something with you. However, children will have to save their food to eat with snack if they arrive after 8 a.m. Lunch is served at 11:30 A.M. and we ask that morning half-day children eat with us. You may send a cold lunch or purchase a hot lunch. Menus will be published each month and are available in the classroom or office. If your child will be brought in later than 9:00 A.M., please call the office to advise whether you desire hot lunch for your child or not (by 9:00 A.M.). Lunches can be paid for in advance by check or cash to the teacher or office. Make checks payable to Capital Christian School.

It is our practice at Capital Christian Early Education Center to encourage the children to eat the main portion of their lunch first in order to help establish healthy eating habits. However, we understand that it is their personal right to eat whatever you as the parent provide for them, within our school guidelines. As previously mentioned please no gum, candy, or soda.

Snacks:

- Nutritional snacks are provided in the morning and in the afternoon sessions.
- The cost is included in your child's fees.

If your child has any special dietary needs or allergies, please bring this to the attention of the office and the child's teacher. Allergies must also be noted on the emergency card upon enrollment. In regards to a specific allergy, such as a peanut allergy, careful attention will be given to providing a safe environment, but we cannot guarantee that the child will not be exposed to the food allergen while in attendance.

## **Birthdays**

If your child has a birthday during the school year, you may send a treat for all the children in your child's class. Please notify your child's teacher in advance of the date. Families are encouraged to bring a snack and a simple pizza lunch is acceptable. However, due to the size of the classrooms we cannot agree to hold an elaborate party for your child within our daily schedule.

*Happy Birthday* 

## **Discipline**

Romans 13:1-2, "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore, whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves."

One of the primary goals of the Early Education Center is to help young children learn to live and grow in relationship with others. Skills such as sharing, taking turns, and cooperation with teachers and classmates are important for a successful educational future. We believe in

discipline that is firm, yet loving. We offer appropriate choices to the children to help them develop positive decision making. The children will receive positive reinforcement for favorable behavior, as well as redirection for unfavorable behavior. Limitations are clearly defined and consistently maintained:

- Children may not hurt or endanger themselves.
- Children may not hurt or endanger others.
- Children may not destroy property.

Our objective relative to discipline is to help your child learn both self-control and expression of feelings in socially acceptable ways. Children will receive a warning for unfavorable behavior and/or be redirected to another activity. If the child chooses not to follow the rules of the school or the teachers' directions, the following disciplinary actions may be taken:

1. **Thinking Time or Chill:** A thinking time is a time by themselves, away from the other children and the activity at that time. Time-outs last for approximately 2 - 5 minutes, depending on the age of the child. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him/herself when he or she is ready to rejoin the group with appropriate behavior.
2. **Next Steps:** If attempts to handle discipline situations within the classroom are not effective, the Early Education Director, Assistant Director, or Head Teacher will come to the classroom to assist the student in working through the behavior by using communication and or walks around campus for a break. If every attempt to get the student's behavior turned around has been made, with no success, the parents will be called to assist with the issue.
3. **Disciplinary Reports & Parent/Teacher Conferences:** If the behavioral problem is still taking place after the child has had multiple opportunities to correct his/her behavior or has had a significant behavior challenge, a Disciplinary Report will go home and may request a parent/teacher conference. This will be a time to discuss what has been happening and how you, the parent, and the teacher can work together to resolve the problem.

In all disciplinary action you will receive a note or will be approached by the teacher to keep you informed of your child's learning. It is very important that we at Capital Christian Early Education Center, work with you, the parent, in order to maintain stability and security in your child's learning. We believe that many behavioral problems can be resolved with prayer and cooperation between parent and teacher. Continuation in school will be determined by periodic reviews and parent conferences with the Director and the teaching staff. The best interests of the child and the Early Education group, however, will be the final determining factors in continued enrollment. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the Early Education Center staff. Corporal punishment is not an accepted method of working with children at Capital Christian Early Education Center and no child will be disciplined in such a manner while attending this program.

### **Suspension**

In some situations, the Director and teachers may require a 1-3 day suspension at home before returning to school (Note: No tuition refunds are given for this time period.) If every reasonable effort has been made to discipline the child, and the child does not comply with our standards, the parent will be asked to withdraw the child from Capital Christian Early Education Center.

## Registration

The registration fee is payable annually and is to be paid by cash or check at the time of registration. Included in this fee is an EEC T-shirt. Registration fees are not refundable.

## Tuition

- The monthly tuition is based upon the total school year operational costs, including materials, supplies, equipment, and a well-qualified, educated staff, which has been divided into 12 equal monthly payments. Statements will be sent out on the 20th of each month for the following month.
- Payments are due in advance on the 1st and late after the 10th of the month.
- A late charge of \$50.00 will be assessed on all late payments. Payments must be received in the Tuition/Billing office by the 10th of the month to avoid late fees. Any payment will be applied to the oldest balance on the account.
- If payment is not received by the 11th of the month, a letter may be sent by email with the following options: (1) bring the account current; or (2) withdraw child(ren). If these options are not taken, your child(ren) will not be allowed to continue after the end of the month until payment is made in full. It would be our hope at this point, action to pay this bill would keep us from having to take any further steps to collect.
- In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection.
- All payments, including registration fees, will be applied to the oldest balance on the account.
- A penalty fee of \$25.00 will be assessed on all checks returned by the bank for any reason. Repayment of the check must be made by cash, cashier's check, or money order.
- Enrollment will not be permitted under any circumstances, if account is not paid in full.

Tuition can be mailed or dropped off in the Tuition Drop Box or the Tuition/Billing Office at any time. The Tuition/Accounting Office is located in Building D. For your convenience you may now pay your tuition fee online at [ccscougars.org](http://ccscougars.org) under quicklinks, tuition payments.

Because tuition is a monthly fee, NO refunds will be given for illness or vacation. In addition, no credit is given for closure days or holidays as these dates have already been calculated in the annual tuition cost.



## Calendar

We are closed for major holidays and a few Teacher In-Service days. There is no reduction in tuition for holidays. Please refer to the School Year Calendar for upcoming holidays in which the Early Education Center is closed. Calendars may be picked up in the office at any time.

## Late Fees

1. Because our staff is contracted for specific hours and often have personal plans for their off-time, it is essential that all children be picked up *PRIOR* to the posted closing time!
2. A penalty of \$1.00 per minute per child past posted closing time will be assessed. NO EXCEPTIONS! Late fees will be processed through the Tuition and Billing Department. This money will go to the staff member(s) who must stay past their quitting time.

3. Continued abuse will result in dismissal of enrollment.

### **Withdrawal**

A withdrawal form is necessary to withdrawal from Capital Christian Early Education Center. If it becomes necessary to withdraw a student from the Early Education Center, the parent or person responsible for the account must complete a withdrawal form, available in the office. Withdrawals occurring on or before the fifteenth (15th) of the month will be charged one-half month's tuition. Withdrawals occurring on or after the sixteenth (16th) of the month will be charged for the entire month.

Temporary withdrawals are available for all or part of the summer. Forms need to be completed by Mid-May in order for billing to be changed in time to reflect the absence correctly. Temporary withdrawals suspended payments while holding your child's spot in school. Temporary withdrawals during the school year are for emergency purposes only and need the approval of the director before being issued. All forms are in the Early Education Office.

### **Health Care Summary**

Each child is required to have a Physician's Report on file, including a record of current immunizations and the signature of the child's doctor. If the physician's report is not complete at the time of enrollment or within 30 days after enrollment, the child will be excluded from the program. Immunization records must be provided before the child may begin the Early Education program. According to new California State Laws we can no longer accept personal exemptions as a reason for children not having their immunizations. However, we can accept Medical Exemptions. Exemptions and Immunization records must be presented to the school prior to starting. Unfortunately, due to licensing we are unable to make any exceptions.

### **Illness & Medical Care**

The health and well-being of your child are of primary importance to this program. No child who arrives noticeably ill, with a rash, or fever will be admitted for that day. Please do not send your child to school if he or she has an illness of any nature. If the child has a contagious disease, please call the Early Education Office (856-5630) so other parents may be notified.

Please check your child each morning BEFORE coming to the Early Education Center. If you suspect your child is ill, or if any one of the following symptoms is present, PLEASE DO NOT BRING your child to school.

- Headache
- Nausea, or has vomited within 24 hours
- Listless, drowsy, unusually tearful
- A runny nose with a green or yellow discharge
- Frequent cough or cough that produces a green or yellow sputum
- Sore throat, red throat, enlarged tonsils, or difficulty swallowing
- Diarrhea or gray/white stool
- Fever within 24 hours. Never send your child to school if he or she has a temperature in the morning, even if you have given the child Tylenol. This only masks the condition temporarily.
- Difficulty breathing or catching breath
- Red, inflamed eyes; yellow or green drainage from eyes; sores on eyelids
- Unusual rash or spots on skin.
- Unusual discharge from vagina, penis, or rectum

# HEALTH

- Unusually dark, tea-colored urine
- Open, draining wounds
- Head lice

Please keep your child home for 24 hours after these symptoms have disappeared. Frequently young children appear well in the morning, with symptoms reappearing in the afternoon or evening when the child is tired. If your child is still ill, he or she is susceptible to a new virus. It is also helpful to encourage your child to wash his/her hands frequently, especially when he or she is sick, as he or she can re-infect himself or others. Thank you for your cooperation. The health of our Early Education students depends on you!

### **If your child becomes ill while at school:**

The parent (or other individual authorized on the Emergency Card) will be notified to pick the child up to take home.

- The EEC has the responsibility for seeing those children with obvious symptoms of illness, including the common cold, do not infect others. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted on the classroom door.
- Parents, or authorized representative, *must* pick up the child within one (1) hour of notification. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100, the child is vomiting, has diarrhea, and/or is unable to function normally at school.

Please report all contagious illnesses (e.g., chicken pox, strep throat.) to the school office. The EEC should know about anything contagious going around.

The child must not return to school until all of the following are met:

- Fever has been broken for 24 hours without fever reducing medications.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- 24 hour period has passed since the start of a medication prescribed for a contagious illness.
- The child is feeling well again and normal behavior has returned.

### **Medications**

Only medication, including “over the counter” medication, that is prescribed or ordered by a physician can be administered at school. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are NOT to be kept with the student (e.g., in a lunch box, a backpack, etc.). A Medication Release Form must be completed for each medication. Medication that will be given longer than two weeks requires a physician’s signature on the Medication Release Form.

### **Sunscreen, Lip Balm, and Essential Oils**

All Release Forms can be obtained in your child’s classroom or in the early Ed office. Sunscreen must be applied in the morning by a family member and we will reapply after nap/rest time.

### **Injury**

An Incident/Accident Report will be completed for each accident which occurs at the school. The report will be made as soon as possible following the accident. The original report will be sent home with the parent and a copy will be retained in the child’s file.

1. The EEC will give appropriate first aid to an injured child to include minor cuts and bruises.
2. A parent or guardian will be contacted, if it is the judgment of the Early Education staff that immediate medical attention is necessary.
3. If it is further the judgment of the Early Education staff that the injury is of an emergency nature, paramedics will be called to the Early Education Center and the parents contacted.
4. A Permission for Emergency Medical Care Form is *required* at registration.

### **General Cleanliness**

Children are encouraged and helped to keep themselves clean. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing methods, time to wash hands, and proper toileting procedure. Paper towels are provided for their use.

### **School Pictures**

We will contract a local professional photographer to take pictures twice during the school year. Pictures are usually done in September and in the spring. Purchase of these pictures is optional.

Parents are given a release form to sign which allows Capital Christian Early Education Center to photograph and/or videotape the children while participating in daily activities and to use the photographs and/or videos on photographic displays or other publications showing these daily activities.

### **Facebook**

CCS Early Education has a closed Facebook site. If you would like to be added please go to CCS Cougars under the search menu on Facebook and we would be happy to add you.

### **Field Trips**



Occasionally, in addition to our regular programs and activities, field trips and special activities will be planned. We encourage parents to go with the group when possible, to assist in keeping the group safely together. Recommended adult supervision on field trips is one (1) adult for every four (4) children. Children must wear their EEC T-shirts on all field trips. Any adult wishing to volunteer on classroom trips must have a background check and volunteer form on file before doing so.

### **Communications with Parents**

Methods of communicating information, advice, suggestions, etc. between parents and staff are available in various forms. Daily and weekly communications will be provided electronically to all families via the Tadpoles program. This program can be accessed on any electronic device. News of closure and/or special events are posted on the doors, as well as notices of exposure to illness. Parents are informed of the activities of the school through monthly newsletters. *Cougar Cubs News* will include class activities, monthly special calendar events, field trips,

fundraising information, and other pertinent parent information. Bi-annual Parent-Teacher conferences are conducted in the fall and spring.

### **Parent Involvement**

Parents are encouraged to help in the classrooms, attend field trips, and bake for special events. Parents are also welcome to visit the classrooms and to attend Chapel on Monday mornings. We require that all visitors, including parents, sign in at the Early Education Office and obtain a visitor's badge. This allows us to be aware of who is in the Early Education Center at all times, in order to further ensure the well-being of your child while they are in our care.

If you wish to volunteer in the classroom more than 16 hours per week, you must submit a volunteer form, statement of health, fingerprint clearance, and a current TB clearance.

### **Rights of the Licensing Agency**

The Department of Social Services has the inspection authority to interview children or staff without prior consent. Capital Christian Early Education Center shall ensure that provisions are made for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. The EEC shall ensure that provisions are made for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

### **Resolution of Disputes**

It is our hope that all matters can be resolved initially between the parties involved. Because of human nature, at times people become irritated by one another. In Matthew 18:15-17, Jesus gives the model for resolving misunderstandings. Should a concern or dispute arise with a staff member or another parent, you should deal directly with the person with whom you have the grievance. The Matthew 18 principle requires that parents talk to teachers before talking to the Director. Should the matter not be resolved to your satisfaction, a conference with the Director may be scheduled.

### **Mediation/Arbitration Agreement**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation contained in the Peacemaker Ministries

booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.)

DOCS\Debbie - Handbooks\parent handbook.doc