

# CAROLINA CHRISTIAN PRESCHOOL

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## School Year 2019-2020

### **IMPORTANT DATES**

Open House – August 29th (10:00am-12:00)  
First Day of School – September 3rd (9:00 am)  
Last Day of School – May 14th  
Four Year Graduation May 14, 2020 at 7:00 pm

### **Registration and Tuition**

Registration \$100.00  
Tuition (prorated) \$1,800.00 annual (3 days/wk)

Monthly payments, Aug.-May will be made online at [www.carolinachristianschool.com](http://www.carolinachristianschool.com) through your parent account with the FACTS link, our secure online payment service. Payments are due by the 15th of each month of preschool and you will be notified via e-mail. Advance annual or quarterly payments are welcomed. If tuition is not paid by the 15 th of each month a \$25.00 late fee will be charged to your account unless arrangements have been made with the director.

# CAROLINA CHRISTIAN PRESCHOOL

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*This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child through a successful year in our program.*

## **PHILOSOPHY AND GOALS**

The years of early childhood have been described as the strategic years. Personalities and habits are formed, values established, self-images are realized, social skills are developed, and tremendous learning takes place.

A child's future success in school, as well as their intelligence can be greatly enhanced by wide and varied learning experiences before formal learning begins.

It is our goal to expose the young child to a wealth of experiences through careful planning, flexible programming, active play, and experimentation.

We also believe that children need the companionship of others their own ages, short times away from parents to teach independence, and a creative environment that encourages developmental skills in all areas of life.

We propose to offer a program consistent with the highest type of early childhood education within the context of the Christian faith.

## **MISSION STATEMENT**

The purpose of Carolina Christian Preschool is to enforce the Christian values taught in the Christian home by providing a continuity of truth between the home, church and school. The school will also strive to provide a balanced educational program from a Biblical perspective.

## **PROGRAM OBJECTIVES**

### **OUR EARLY CHILDHOOD PROGRAM DESIRES TO HELP EACH CHILD LEARN:**

- 1) To have a positive attitude towards himself.
- 2) To work and play happily with other children, sharing possessions, taking turns and assuming responsibility.
- 3) To express himself creatively through dramatic play, artwork, blocks, toys, etc.
- 4) To develop gross motor skills, fine motor skills and hand/eye coordination.
- 5) To establish good health habits such as: hand washing, toilet routine, learn to eat nutritious foods.
- 6) To care for his possessions - coats, hats, lunches, etc.
- 7) To learn values such as truthfulness, responsibility, respect for authority, love for God and one another.
- 8) To develop appreciation for books.
- 9) To have many experiences that will develop readiness for reading and provide a good foundation for future learning.

### **1)WHAT TO BRING**

- 2) Classes have individual needs. Your teacher will let you know what supplies they need.
- 3) Change of clothes, change them out seasonally.
- 4) Any treasure to share on Show and Tell Day.
- 5) Lunch, a separate snack and a drink (no carbonated drinks please).

### **WHAT NOT TO BRING**

- 1) Money - unless for a specific purpose.
- 2) Candy or gum.
- 3) Jewelry - easily lost.
- 4) Small toys such as match box cars that could easily be mixed up with class cars.
- 5) Any toy that they do not wish to share.
- 6) Please do not bring video games/dvds.
- 7) Guns, knives, anything considered a weapon.

## **DAILY ACTIVITIES**

Our daily schedule includes creative and dramatic play, small group activities, music and singing, story time, outdoor play in good weather, reading, writing and math readiness, crafts, rhymes, games, snack time and lunch time.

## **HEALTH (See Appendix A)**

- 1) Much of the success of preschool depends on parents cooperation in not sending a child to school who shows signs of illness or who has been exposed to infectious disease.

*We ask that you keep your child home when he:*

- Shows signs of fresh cold.
- Has fever or unidentified rash.
- Has had an upset stomach within the last 24 hours.
- Is in the incubation period of an infectious disease.

## **POLICIES**

### **HOURS**

Preschool hours are: 9:00 a.m. - 1:00 p.m. After 1:15 there will be a late charge of \$1.00/per minute, unless you have notified the office or teacher about your extenuating circumstances.

### **REGISTRATION FEE**

The registration fee is due at the time of registration and is non-refundable. These fees cover insurance and beginning supplies.

### **DISCOUNTS**

There is a 10% discount for families with a second or third child enrolled in the same school year

### **GRADUATION FEE**

The four year old classes will have a graduation at the end of the school year. The parent will be responsible for purchasing the cap and gown package at a minimal cost. The teacher will provide the order form and cost per package at the beginning of the school year.

### **TUITION PAYMENTS**

Tuition will be paid online. You will be reminded of payment and notified via email. If you write a check, it should be made payable to Carolina Christian School and is also due at the beginning of the month and late after the 15th. A late fee of \$25.00 will be charged if the payment for current month is not received by the 15th of each month. If the payment is as much as 30 days late, the parent or guardian will be notified that arrangements must be made in order to keep their child enrolled in school. A pro-rated payment will then be due each week. If a student's tuition is more than five weeks late (30 days plus one week from the 30th day deadline), the student will be removed from the roll. If you are having a problem with making the payment on time, please contact the director and make arrangements to pay something weekly or discuss other possible arrangements. We ask that you DO NOT SEND CHECKS WITH YOUR CHILD. A drop box outside the financial office is available or mail payments to the Preschool. There will be a charge of \$30.00 for any check returned from the bank.

### **WITHDRAWALS**

If your child has to be withdrawn, a two week notice must be given. No refunds can be made within a payment period.

### **ATTENDANCE**

Regular attendance is very important. Every effort should be made to have your child attend every day he is well enough to come. It is important that children arrive on time and be picked up promptly. DO NOT arrive inside the building before 8:55 unless prior arrangements have been made with the teacher. Teachers need this time to prepare for the day. Please do not allow children to wander unsupervised or be left unattended in an automobile. If you are taking your child to class, please do not linger in the classroom or near the door, because this often makes it difficult for your child when you leave.

### **SCHOOL CALENDAR, CLOSINGS, DELAYS**

Thanksgiving, Christmas and spring holidays, as well as workdays, we follow the Carolina Christian School calendar. When bad weather warrants the closing of our school, Carolina Preschool will follow the same schedule as Carolina Christian School. If school is delayed more than one hour we will begin class 30 minutes later. (Ex: CCS begins at 10:00 we will begin at 10:30)

## **SNACKS/LUNCH**

The Parent will provide the child with a snack and a lunch. During this time we emphasize good manners, good conversation and good nutrition. We will serve water with their snack to encourage this much needed health habit. Please keep in mind we like to encourage healthy diet of whole foods, including fruits and vegetables as you pack their lunch and snack.

You are welcome to send a special snack for your child's class, but we ask that you check with your child's teacher first.

## **PARENT/TEACHER COMMUNICATION**

Please notify teachers IN WRITING when:

- 1) A child is going home with any one other than his regular ride.
- 2) A child is going to be out of town for several days, is having special medical treatment, or has any allergies.
- 3) Messages need to be given to your child's teacher. Don't ask him to "tell the teacher."

## **CLOTHING**

- 1) Please send an extra change of clothes for your child to keep at school should they need them in an emergency.
- 2) Dress your child appropriately for cold weather. It is our policy to go outdoors everyday that weather permits.
- 3) Dress in comfortable clothes that do not require them to "be careful." Each day we play actively with paints, sand, water, playdoh, etc.
- 4) Please have your child wear or bring Tennis shoes. Flip-Flops and sandals without a back are NOT SAFE on playground areas and equipment.
- 5) Label all jackets and extra clothing with your child's name.

## **PARENT CONFERENCES AND VISITS**

- 1) Parents are invited to visit any time during the year, please confer with your child's teacher.
- 2) Conference times with teachers will be at your request at any time during the year.

## **BIRTHDAYS**

Since birthdays are very important, we would like to help make each birthday special. We like to have the birthday child's parents visit that day and bring a cupcake and napkin for each class member. Please do not bring presents or party favors.

## **TOILET TRAINING**

In order to participate in the three and four year old Preschool Program your child should be fully toilet trained. Two year olds should be in the process of toilet training. Each class will take regular visits to the bathroom. Please work with your child to be independent in wiping, flushing and washing his/her hands.

## **Appendix A**

### **Health Policies**

In order to provide a healthy environment, we cannot provide care for any children who have contagious illnesses. If your child is sick, please do not bring him to preschool.

When a child becomes sick during preschool, he must be picked up within one (1) hour of notification. We do not have appropriate facilities and cannot assume responsibility for sick children. Please keep your child out of preschool until he is well enough to participate in our normal routine and has been without a fever for a minimum of twenty-four (24) hours. When possible, an extra day of rest can do much to build stamina and resistance to further illnesses. Returning too soon to preschool can make a difficult day for your child.

Listed below are some common childhood illnesses or health concerns, their symptoms, and our policy.

- 1) **Chicken Pox Symptoms:** Cold with cough, mild fever, and an itchy rash. The rash appears as small, round, clear bumps with a red base. Bumps get darker, become blistered, open, then scabs form Policy: Child must stay at home until all blisters are dry and fever is gone for a least one day.
- 2) **Common Cold Symptoms:** Stuffy or runny nose, sore throat, coughing or sneezing, watery eyes, and general fatigue, with or without fever. Policy: Child must stay at home if fever is above 99.6 orally and 100.6 axillary(under arm) and cannot return to preschool for 24 hours after having a fever. Child must stay home if nasal discharge is any color except clear. Child must stay home for two days after beginning an antibiotic.
- 3) **Conjunctivitis (Pink Eye) Symptoms:** Eyes are pink or red and produce tears and white or yellow discharge, causing eyelids to stick together. Policy: A pediatrician should be consulted for treatment. Child must remain at home until at least twenty-four (24) hours after treatment has begun and there is no drainage from eyes.
- 4) **Diarrhea Symptoms:** Loose, watery, frequent stools. May be accompanied by vomiting. Policies: Child must remain at home until diarrhea and vomiting are gone.
- 5) **Influenza (Flu) Symptoms:** High fever, chills, congestion, coughing, and muscle aches. Policies: Child must remain at home until a least twenty-four (24) hours after fever and other symptoms have completely subsided.
- 6) **Strep Throat Symptoms:** Very red, painful throat, accompanied by fever, tender and swollen lymph nodes (glands), headache, stomach ache, and coughing. Policies: child should remain at home until he has taken antibiotic medicine and has been without fever for at least twenty-four (24) hours.
- 7) **Impetigo Symptoms:** May begin as small reddish bumps which rupture easily and form a scab. Will spread easily. Policy: Child must remain at home until bumps have dried up.
- 8) **Head Lice Symptoms:** First sign is usually an itching on the scalp. Small white eggs will be found attached to base of hair shaft. Eggs will not fall out when hair is shaken. Policy: Child must remain at home until he/she is "NIT FREE"/No sign of eggs/lice anywhere, hair or scalp. Hair should be treated with medical shampoo and eggs removed with appropriate comb (see physician). Family members' hair and bed linens, pillows, etc. are usually in need of treatment as well.



9) **Ear Infections Symptoms:** Fever, pulling on ears, drainage from ears, unusually fussy, crying, loss of appetite, disruption of sleep patterns.

**Policy:** As long as the child is able to function in our normal routine, and he is without fever, he may attend.

If a child has a communicable disease, parents are requested to inform the teacher and/or director of the diagnosis as soon as possible, so other families can be notified.

Our preschool reserves the right to request a doctor's written release for readmission following a communicable disease, serious illness, lice, or chronic illness.

#### **MEDICATION**

No medication will be given to your child at preschool.

\* Allergies or Asthma related conditions need to be addressed with the director and the classroom teacher prior to the start of the school year.

## DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

### ***AS TEACHERS WE:***

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and biblical consequences of their behavior.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehavior.
10. DO explain things to children on their levels.
11. DO use short supervised periods of discipline.  
(Discipline is described on next page.)
12. DO stay consistent in our behavior management program.

### ***AS TEACHERS WE:***

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

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### ***AS CHILDREN WE:***

1. DO obey classroom rules.
2. DO participate in classroom activities with a cooperative spirit.

### ***AS CHILDREN WE:***

1. DO NOT hit, shake, bite, pinch, push, pull, slap, or otherwise physically abuse other children or the teacher.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse other children or the teacher.
3. DO NOT abuse church/school property.