

- We believe that man is the direct creation of God and in NO way the product of an animal ancestry. By direct disobedience to the revealed will of God, man became and is sinful and the progenitor of a fallen race. Within himself, he has no possible means of recovery or salvation. Man is to live a righteous life and do good works, not in any sense as the procuring cause of salvation, but as its proper evidence and fruit. He is to have no fellowship with evil ways or unclean habits that defile the mind or body.
- We believe that the education of the children is the responsibility of parents. The school exists as an extension of the home to assist the parents with this responsibility. All instruction must have the Bible as its base. Its main purpose is to assist parents to bring their children into conformity with God's revealed will so that every man may be presented perfect before Christ. The child needs to be prepared to be a productive member of society and the body of Christ.
- All employees, support organization leaders, and regular volunteers must be born again Christians who accept and support the CCCS doctrinal and philosophy statements.
- All employees, support organizations leaders, and regular volunteers must seek to role model in attitude, speech, and actions a consistent daily walk with Jesus Christ

Mission Statement of Calvary Chapel Childcare Center

Calvary Chapel Christian School is a non-denominational Biblically based discipleship school. The faculty and staff promote academic excellence and partners with Christian families to demonstrate the character of Jesus Christ. We disciple the students in His ways, help them to develop a Christian world-view and prepare for a lifetime of service to Jesus Christ.

Payment Schedule

Payments for childcare need to be made weekly or bi-monthly. Children will not be allowed to attend if your account is not paid or kept current. We will contact you if your payment is not made in a timely manner. If you are on a monthly tuition schedule, your payment is due by the 7th of each month. If your payment is received after the 7th, a \$10.00 late fee will be charged to your account. If your account becomes severely past due, your child will not be allowed to attend until your account is brought current or other arrangements have been made.

Withdrawal Procedure

Parents/guardians will be liable for all continuing fees and/or tuition until a **TWO WEEK WRITTEN ADVANCE NOTICE** of intent to withdrawal is received by the school office. Verbal notification will not be accepted. There will

be no reimbursement for partial month tuition if it becomes necessary for you to drop your student from our school during the month.

Attendance

If you pay on a daily or hourly schedule, it is your responsibility to notify the office if your child will not be attending the days you have contracted for. We understand that illness/situations arise and your student may miss some days; however, after two weeks of not using your scheduled days or hearing from you, you will forfeit that day(s) to another student.

Preschool morning classes begin at 8:30. Preschool afternoon classes begin at 12:00. Children may be dropped off 10 minutes before class begins. Please be prompt in dropping your child off for class. Late arrivals are a disruption to the class.

School Closures

If our school is closed due to inclement weather, the daycare will open as soon as staff person can safely arrive. Your student's teacher will contact you if school is cancelled due to weather. The school principal will make that determination as early as possible as to contact all parents in a timely manner.

Vacation Policy

Each child is allowed a two week vacation during the school year. The school must be notified at least TWO WEEKS in advance. We will send you a letter of confirmation which will also include the amount owed for that month. If you have any questions regarding your vacation, please contact the preschool director.

Staff

Each member of the staff has been employed as a qualified and competent person to provide loving and understanding care. The Director or the preschool program is available for appointments. To schedule your appointment, please see the school secretary.

Communicating with the Teacher

If a parent needs to speak with their student's teacher, they may leave a message with the school office. The teacher will call the parent as soon as they are available. Teachers are not available for unscheduled appointments.

Parent Involvement

The preschool campus is open to parents (parents with custody) of enrolled students. We encourage you to come and spend as much time with your child as your schedule allows. Calvary Chapel Childcare Center offers several times a year where you may come and join your student for class. (Luncheons, play times, fieldtrips and performances). If you have time in your schedule to volunteer on a regular basis, please contact the teacher. Your assistance, no matter how long, is highly enjoyed and desired.

Field Trips

During the course of a school year, you will be notified in advance through a special announcement of teacher's newsletter of the trips that will be taking place. Some field trips may have an additional cost that are not included in regular tuition. Parents are always incited and encouraged to attend.

Hours of Operation

Calvary Chapel Childcare Center will be open in accordance with our school calendar. We are open from 7:15 am to 6:00 pm Monday – Friday. You cannot attend later than your scheduled hours without prior authorization from the preschool director. If you have questions regarding your contracted days or times, please call the school office.

Dress Code

As Christians, it is our desire for students to please the Lord and be a good witness to others both in appearance and behavior. Children should dress in modest clothing. No extreme hair styles as these are very distracting to other classmates and a disturbance to the overall learning atmosphere. Use wisdom with T-shirts that have logo characters that may be scary or ungodly. We ask that you

dress your child according to the weather. In Idaho, the weather changes quite frequently so it is wise to send a sweater or jacket in their backpack, just in case. If you have any questions regarding what your child can or cannot wear, please see the school office.

Lost & Found

The lost & found is located in the resource room (next to the Fireside Room). If your child has lost an item, please check their classroom and then in the lost & found room. Items left for more than 30 days will be discarded. Please be diligent to check regularly. It is also a great idea to put your child's name on jackets, gloves, etc...

Preschool curriculum

K2 uses Bright Beginnings from Gospel Light.

K3 & K4 use ABeka

Both curriculums are faith based. If you have questions, please see your child's teacher.

Objective of Education

The aim of Calvary Chapel Childcare Center is to spiritually, emotionally, physically & cognitively prepare the children and their families for the coming years of formal schooling. The children will do the following:

Spiritual

Understand that God is a loving God

- Understand that Jesus is God's Son
- Know that Jesus wants to initiate a personal relationship with each person

Understand that the Bible is a special book

- Understand that the Bible is God's Word
- Know that the Bible is truth (the stories are fact, not fantasy)
- Comprehend that the Bible truths share character lessons

Use prayer to express their thoughts and needs to God

- Understand that prayer is talking to God
- Know they can request His help to take care of them
- Know that they can ask His help in being kind and thoughtful to others

Freely share about God, Jesus and the Bible with others

- Talk about spiritual things as real
- Speak spontaneously about spiritual things

Have a desire to attend church

- Have a cultivated interest in learning about God
- Perceive church environment as welcoming and safe

Know that God created the world

- Have enjoyed experiences with nature
- Know that God wants each person to care for the world

Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work

- Take pride in their own work
- Have positive attitudes about involvement in projects

Social/Emotional

Value familial relationships and understand the importance of obeying parents and teachers.

Enjoy and initiate friendships with a variety of individuals

- Develop friendships with those who may not be of the same gender, race or age, or have the same abilities
- Benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members

Begin to learn the art of sharing

- Share their own ideas with friends and family
- Share toys and other items with friends and family

Begin showing empathy and kindness

- Show empathy to family members
- Express empathy to friends

Use language to express self, developing positive conflict resolution

- Express both positive and negative emotions
- Observe teachers who model and scaffold to this end

Develop self confidence in self-initiated activities

- Gain confidence through age appropriate activities
- Have opportunities to share their new skills with others
- Master new skills through the encouragement and direction of the teacher

Begin to exhibit self control

- Begin to understand and control their emotions
- Begin to act appropriately, whether or not they are directly interacting with an adult

Are comfortable participating in group discussions

- Enjoy and participate in child to child and child to adult interactions
- Communicate effectively using their words
- Are able to attend to other's comments

Physical

Acquire and refine the fundamental movements of balance, movement, touch, and coordination

- Enjoy rhythm and movement
- Explore these fundamental movements through time, activities, and equipment that is made available to them
- Actively pursue gross motor activity

Acquire and develop fine motor skills

- Become acquainted with and have time to use the appropriate equipment and materials to aid in this development

Recognize that their body is created by God and takes special responsibility to care for it

- Are introduced to health and nutrition
- Make good food and activity choices

Cognitive

General

Are able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question

Enjoy creative expression

- Are encouraged to express creativity within their own multiple intelligences
- Are free to work with mediums that uniquely express the creative element for process art
- Write songs and stories
- Use imagination in dramatic center play
- Find creative solutions that arise during center play

Numeracy

Understand math vocabulary, concepts, and directed activities

- Have appropriate counting, sorting, and comparing skills

- Work well with manipulatives to achieve an appropriate transition into formal school

Language and Literacy

Understand the importance and use of language in the environment

- Are able to participate in receptive language activities using literature as the foundational tool
- Have a desire to look at books with text and illustrations
- Engage in expressive language and experiences that foster growth in language proficiency

Have cultivated prewriting skills in the context of emergent literacy

- Are able to write their own name and some alphabet letters
- Spontaneously choose to use writing implements
- Understand that print carries meaning

Are aware of different letter sounds

- May begin to hear rhyming sounds in prominent words
- Become phonemically aware through classroom activities designed for that purpose

The Parents will do the following:

Understand the importance of being the primary educator of their child and participating in the educational process

- Partner with the school in providing an enriched educational experience for their child

Understand the significance of continuing Christian education through elementary, secondary, and college years

Expected Conduct

Jesus said to “Love the Lord...” and to “Love one another...”

In school we show God’s love by:

1. Talking in turn
2. Keeping hands to self
3. Being on task

Conduct and Discipline Policy

Our vision and goal for each child entering into our program is for the child and the family to feel comfortable and confident with the choice that they have made for Preschool/Daycare. That they will adapt to the social/emotional changes that will take place and that they will settle into a routine in a reasonable amount of time. We desire that the children and their families will be blessed and that their first learning experience in a school setting will be a positive and happy one. We realize that every child is different in that they have different personalities, learning styles, temperaments, and developmental needs. We realize that some children adapt very quickly to their new social setting while others need more time to adapt and make the transition. We will work with the child as well as the family to help the child settle into a

positive and happy routine. The first nine weeks of the school program will be the probationary period. If a child is having difficulty settling in, we will counsel with the parents and at that time determine if the child is ready for the discipline of school/daycare. Sometimes just a few months of development and maturity can make all the difference in a child loving or hating school. In some cases, parents may need to be called in for a conference before the nine week period is complete. Each teacher has routine disciplinary procedures that they follow. If you have questions/concerns, please see your child's teacher.

Major Disciplinary Problems

For extreme occurrences of misbehavior (e.g. extreme disobedience, tantrums, physical violence, etc...) the instructor will fill out an **Incident Report** which is given to the Director. After the director observes the child and speaks with the teacher, the parents will be notified if necessary. In some cases, a parent/teacher conference will be scheduled. It is important that both the teachers/parents are on the same page with the child's behavior. If a child is being disruptive or violent, you may be asked to come to the school and administer a swat or take your child home for the day.

Our Statement on Discipline (Elementary & Jr. High)

CCCS Does have a discipline policy for their school. When needed, a swat is administered for certain infractions. We do not SWAT in out early education program. We believe that this form of

disciple (for this age) is solely the parent's responsibility. If you have any questions/concerns, please see the preschool director.

School Calendar

A school calendar is enclosed for your records. We have a summer program for the preschool that you must pre-register for. It is on a first come first serve basis. Notes will be sent home for dates of registration for the summer program & re-enrollment for the fall. Please note the days on your calendar that school is closed. You **MUST** sign up your child to come to daycare that day. The sign ups are located on your student's classroom door.

Visiting CCCS

The preschool program is open to the parents (parents with custody) of enrolled students. We encourage you to volunteer as much time as your schedule allows. Volunteers **MUST** sign in at the front office and attach a visitor badge to your shirt. When planning on visiting your child's classroom, please note the teacher is unavailable to conference with you during class time.

- Visitors staying on campus must stop at the office. They will be asked to sign in, wear a visitor's badge, and sign out when leaving campus.
- If a parent needs to speak with the child's teacher, they may leave a message at the office. The teacher will contact the parent back at their earliest convenience. Teachers are not available for phone calls or conferences during school hours.

Dropping Off & Picking Up Students

To further protect your child, the following procedure will be followed:

- Students will only be released to authorized adults on the Emergency/Pick up list. If you have a teenage sibling that will be picking up your child, please let the office know
- If you need a person to pick up your child that is NOT on the list, you must notify the school office by phone or a note. They must bring their ID to pick them up

Please be informed that CCCS does not have the legal authority to prohibit or restrict the natural parent's access to a student's records or physical contact with that student in relation to a custody case unless the LEGAL PAPERS are on file with the office. The school can only carry out the instructions specified on the final custody papers, divorce decree, court order, or restraining order.

If there are conditions which prohibit either parent from physical custody of the student, it is the responsibility of the parent with legal custody to provide the school with the **PROPER PAPERS**.

Emergency Procedures

In order to be prepared for emergencies, the school takes the following steps:

- Fire drills are conducted once a month
- All staff are trained in CPR and First Aid
- Teachers are trained & instructed in all emergency response procedures
- First Aid kits are located in each classroom

Sick Students

Please do not bring your child to school or the child care if he/she is running a fever, diarrhea, vomiting, or has any contagious infections. Running noses that aren't running clear are contagious and infectious. If your child displays any of these symptoms, you will be contacted to pick up your child immediately. The student may not return to school until they are fever free without medication for more than 24 hours. We do not have a sick room or a nurses station to house sick students. Please be sure that you have made arrangement with a family member, friend, or neighbor in the event that you are unable to pick up your sick child.

Medication During School Hours

If medications need to be taken during school hours, the following procedures must be followed:

- All medications for preschool/daycare students must be checked in with the student's teacher upon arrival

- Medications should be clearly labeled with your child's name and the dosage amount to be given. A medication form must be filled out completely and placed in the index box for medications. Any prescription that needs to be administered must be prescribed to your child
- Medications will only be given once a day between 11:30 am – 12:00 pm

If you have any questions regarding medications, please see the school office.

Immunizations

We require all students to be current on their immunizations. The office needs to have a copy of your student's current immunizations. IF you student receives any immunizations during the school year, you must bring in their shot record so we can make a copy. If you student is exempt, we also need a copy of the exemption of file.

Birthdays

Your student's birthday may be celebrated with his/her classmates and student's birthday parties will be celebrated at the teacher's discretion. The exact dates and times will be designated between the parent and teacher. Refreshments are to be provided by the student's parent(s)

Lost & Found

The school is not responsible for damage to personal property or lost items. This must be considered when you decide which toys or items you allow your child to bring to school. If your student has lost an item at school, please check your child's classroom or the resource room. The resource room is located next to the Fireside Room. Items left for more than 30 days will be cleaned out and donated.

Back Packs

Each child will need a backpack with their name on it. All student work, notes & letters are located in their files. Please clean out files daily. A change of clothes also needs to be in their backpack in case of an accident.

Napping Students

If your child stays for nap, they will need a small blanket & pillow, which will be kept in a tote provided by the school. Each Friday, we ask that you take them home for cleaning. Please be sure to return them on Monday. It is also a good idea to send a change of clothes to be placed in the tote.

Office Hours

Office hours 8:15 am – 3:45 pm

Please plan to take care of school business during the office hours. Any parent needing to speak to a teacher or staff member must call the school office to make an appointment.

If you have any questions that have not been covered in this booklet, please call the school office at 542-6250.

Again, thank you for choosing our school for your child to attend.