



## Preschool & Elementary Student Handbook 2023-2024

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Preschool Director	Elementary Principal	Finance and Admissions Administrator	Church Executive Pastor

### **Director/Principals' Message:**

*Welcome to Calvary Christian School! Whether you are a new family or returning, we are honored for you to be a part of our school community!*

*In this handbook, you will find helpful information regarding our school policies and procedures. We encourage parents to review this handbook with your student(s) together. Should you have any questions, please feel free to call the school office.*

*Our prayer is that this will be the best school year yet! When the school and parents work together, children achieve more!*

*Mrs. Bauman and Mrs. Runyon*

**School Colors:** Blue/White

**School Mascot:** Lion

**Purpose:** "Helping children fully become who God created them to be"

### **Continuous School Improvement Goals for 2023-2024**

- Evaluate every preschool child within ninety days of admission
- Collectively donate 100 service hours to the Winchester community
- Earn a STAR IV rating (Preschool)
- Seek to include representation from all stakeholders when writing mission and vision

*We practice Luke 6:31-Do to others as you would have them do to you.*

*In regards to social media, we understand that there may occasionally be differences of opinion or policies/procedures in which you may not agree. Prior to placing it on social media, we ask,*

*as a courtesy to our school and staff, that you contact the school to work through the problem/concern instead.*

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## **Section I: Application and Registration Process**

### **A. Registration Dates:**

Registration begins each February. Enrollment will go to a wait list when a grade has reached its capacity. A student is officially registered when the re-enrollment fees have been received. Returning students have until May 1st to re-enroll. After that date, those students will be considered new students.

### **B. Registration for New Students:**

Calvary Christian School does not discriminate and admits children regardless of their race, sex, color, and national or ethnic origin.

Complete the application; submit it to the Finance and Admissions Administrator.

Upon being accepted, a registration fee secures the placement.

### **C. Notices for New Registrants:**

Calvary Christian School must have the following items on file before your child enters school:

- copy of state certified birth certificate (cannot be hospital copy)
- copy of social security card
- current KY state certified immunization record from doctor or the health department.

### **D. Preschool Eligibility:**

Birth age on the first day of school determines the eligible program.

Students must maintain the required immunizations. Please send updated records to the attention of the Finance and Admissions Administrator. If students are transferring from an out of state school, your immunization card must be updated to a KY immunization certificate at the Clark County Health Department.

All children 3 years and older, MUST be potty trained. No pull-ups or diapers are allowed in the 3 and 4 year old classrooms. The classes are not equipped to care for diaper changes beyond 2 years of age.

All preschool students will be assessed within thirty days of admission. The Brigance or Ages & Stages questionnaires will serve as the assessment tools.

### **E. Elementary Eligibility:**

Students entering Kindergarten must have the following:

- a complete physical

- an eye exam by an ophthalmologist or optometrist
- a dental exam

For students entering the 1-4th grades, CCS will request records from previously attended educational institutions/schools.

Kindergarten students must be age 5 by August 1<sup>st</sup> to enroll in kindergarten.

## **Section II: Daily Schedule**

6:30-7:30 Morning care begins (\$3.00 fee, **under age of 2 - no charge**)

6:30 Entrance A opens for Morning Care and Preschool (7:30 if not Morning Care)

7:30 Entrance D open for all elementary only

8:00 School day officially begins. All other Entrances will remain locked.

(From 2:30-2:48) - We do not allow any child to leave the building. This is a transition time for our classes and in an effort to make sure all children are safely where they need to be for dismissal, we keep the doors locked and do not allow any parents in the building. In the event of an emergency or if the child has a scheduled appointment, the child will be released. Please try to make appointments at a time where you will pick up your child before 2:30.)

2:48 Preschool parents are released to pick up their child from their classrooms.

3:00-6:00 Extended care 3:20 - 4:30 (\$5 fee **under age of 2 - no charge**); 3:20-6:00 (\$10 fee **under age of 2 - \$5/day charge**); all parents enter through Entrance A, and will sign-out your child from the designated sign-out sheet. **An extra fee will be charged for pick-ups after 6:00pm.**

3:08 Parking lot/traffic sealed.

3:10 Elementary students exit from B, C, D, E.

## **Section III: Financial Policies**

### A. Tuition

Tuition may be paid per month (10 months) or in full. The first monthly payment is due July 1st With material fees due August 1st. Monthly tuition payments resume September 1st through May 1st. If paid in full by July 10th, families receive a 5% discount. Tuition will not be reduced for days missed because of illness, vacation, or snow days/inclement weather. A late fee of \$25.00 will be added to all accounts not paid by the 10th day of each month.

In the case of a returned check, full payment in cash will be required plus an additional returned check fee of \$30.00. If a second check is returned, tuition must be paid in cash, money order, or cashier's check for the remainder of the school year. No personal checks will be accepted. If your account is past due, CCS reserves the right to restrict access to the Family Portal.

### B. Extended Care (Morning and/or After Care)

Extended care is billed weekly. Payment is accepted at the receptionist's desk, online, or by mail. If payment is not received by your due date, a \$15.00 late fee will be applied to your

account. If an account maintains a balance for two consecutive weeks, the child will not be eligible for extended care.

#### **Section IV. Grading and Homework**

##### **A. Preschool Report Cards**

Preschool students are assessed once a year. Parents will have an opportunity to discuss progress during a scheduled conference. Parents and/or teachers can request additional conferences as deemed necessary.

##### **B. Elementary Report Cards/Promotion**

The academic year consists of trimesters. At the end of each grading period, you will receive your child's report card, either electronically or a physical copy. Parents can regularly access grades electronically in the Family Portal.

There will be a scheduled parent/teacher conference at the conclusion of the first Trimester, and again at the end of the final trimester. Parents and/or teachers can schedule additional conferences. To receive a final report card, student accounts must have a zero balance.

Students in jeopardy of not being promoted to the next grade because of failing core subjects, will be evaluated on a case by case basis with parent involvement.

##### **C. Grading Scale:**

A-90-100%

B-80-89%

C-70-79%

D-60-69%

F-59 and below

##### **D. Homework:**

Students are expected to complete assigned homework. Homework reinforces concepts, promotes mastery, and also evaluates student learning. A general homework guideline follows:

Grade Daily Average

K- 20 minutes

1st- 30 minutes

2nd-30-45 minutes

3rd- 45-60 minutes

4th-60-75 minutes

##### **E. Accelerated Reading**

Calvary strongly believes in developing proficient readers. Thus, AR is a component of our grading scale. Fees are paid annually for licensing and access to an unlimited number of assessments. The AR grade is evenly weighted between percent of goal achieved and percent of quiz scores. The librarian and the classroom teacher set the goal each trimester. Parents may obtain an ongoing status report through AR Home Connect.

## **Section V: General School Procedures:**

### A. Safety

#### 1. Picking up Children:

In order to ensure your child's safety, all faculty, staff, parents, and visitors must wear identification badges provided by the school. Once inside the building, do not open any secure, exterior doors.

Students will only be released to authorized individuals. In an emergency or special event, a signed and dated note is required. Please note that telephone authorization will not serve as written documentation.

To preserve students' time on task, please abide by our dismissal procedures.

At 2:48, Preschool parents may enter the building through Entrance A and go to their child's classroom to pick up their child.

At 3:10, elementary school students will be released.

If a student must leave early, a student's classroom will be notified and the child sent to the front desk. Preschool parents may go the classrooms to pick up their children. All early dismissals must be signed out at the Front Desk. No early dismissals between 2:30-2:48. The doors will not be opened between these times unless it is an emergency. This is a transition time for our preschool classes. We avoid having parents in the hallways during this time.

#### 2. Weapons:

Calvary is a weapons-free school. A weapon is any item used or intended to be used to harm or threaten another person. Materials will be confiscated and the proper authorities and parents will be contacted.

### B. School Closings:

Calvary Christian School will operate according to the school calendar. When inclement weather hampers safe traveling, Calvary Christian School will follow Clark County's decision. However, CCS will not delay opening or dismiss early. Based on personal circumstances, each family can decide to attend or not attend classes. Absences and tardies are excused. When school is canceled, the extended care program will also be closed.

Please note that during Fall Break, Christmas Break, and Spring Break, childcare nor Extended Care will be offered. Morning Care/Extended Care will only be offered on days school is in session.

Summer Camp will be open to enrolled students first, then the public if any open spots remain. Classes will be capped according to state ratios.

### C. Transportation of Preschool Children:

Due to childcare licensing regulations, Calvary Christian School cannot provide transportation to preschoolers. If the teacher and the parents select a field trip, parents will be

required to provide transportation.

#### D. Field trips:

All grade levels may take two field trips for academic or extracurricular reasons. If a parent elects not to attend the field trip, the school will provide supervised educational activities. All trips must be paid on the due date by cash or check. Preschool students must have a parent or guardian for all field trips. No preschool child may attend a trip without someone who is responsible for them)

#### E. Transportation of Elementary Students:

Before every field trip or activity that requires the use of school vehicles, all parents must fill out a permission slip. Every student must be in a seat belt or child restraint seat. Only children enrolled in CCS are allowed to ride in the vans. While on field trips, students are the responsibility of the classroom teacher. If a student desires to be transported by another parent, a note is required.

#### F. Lunch

Parents are responsible to provide lunch. Please limit fast food deliveries. All preschool lunches must meet state requirements or the child's lunch will be supplemented and a charge will be added to the account. The charge will be \$3 for snack and \$5 for lunch.

#### G. Snacks

In the preschool classrooms, parents are asked to provide items for the morning snack time. Some suggestions for snacks might be cheese & crackers, fresh or dried fruit. Our licensing agency requires appropriate snacks and meals. If a child brings a snack or lunch that does not meet the guidelines, the school is required to supplement. In those cases, the school will provide a snack and bill your account. To avoid those charges, follow the guidelines posted in each preschool classroom. Upon request, a copy will be distributed. If your child is allergic to specific foods, has a special diet or medical need, please make sure staff members are aware and it is noted in their file. Please send extra food and snacks to be kept in the classroom in the event there may be a snack given that your child cannot eat.

#### H. Special Snacks:

Special snacks may be brought on holidays and birthdays. Please make prior arrangements with the classroom teacher. If you choose to invite your child's classmates to a private party, all students must be included.

#### I. Toys:

Unless a specially-designated day, toys should not be brought to school. Backpacks should be toy-free. (However, toys are permitted for the Early Care program.)

#### J. Dress Code Guidelines:

A dress code should cultivate an educational environment conducive to learning.

Modesty is the guiding principle. Modesty can look like the following:

Dresses, skirts, shorts, or pants that are not defined as tight, sagging, or revealing.

Modest shirts/tops/blouses that do not show the stomach or enhance the upper body.

Positive statements promoting worthy causes.

Clothes, jewelry, accessories, that are not offensive

The code applies while on campus or on school sponsored field trips.

School's Response to Dress Code Violations:

1st occasion-Parents bring appropriate clothing.

2nd occasion-Parents remove the student for the day.

#### K. Health Matters

Your child's health is important to all of us. If your child is ill, they cannot enjoy their school experience. The health of other children is jeopardized. We ask that your child be kept at home for the following reasons:

-a **Fever** during the previous 24 hours

-a **Persistent cough**. If your child has been diagnosed with Whooping Cough, they must remain home until the symptoms have gone away and your child has been fever free for 24 hours without medication. If your child has a cough that causes them to vomit, lose their breath or be unable to eat, drink or sleep, they will be sent home.

-**Vomiting or diarrhea** in the last 24 hours. If the child has three diarrhea episodes while at school, they will be sent home. They will not be able to return until they are 24 hours without diarrhea, without medication. If the child returns and has one diarrhea at school the next day, they will be sent home.

In the event of vomiting at school, the child will be sent home immediately and cannot return until they are 24 hours without vomiting without medication.

-**Pinkeye**, please allow 24 hours of treatment before returning. If your child is still experiencing pus or discharge from their eye, we ask that they remain home until that has stopped.

-**Chickenpox**, please wait until scabs appear on blisters. A doctor's note may be requested to confirm that the child does have chicken pox.

-**Strep throat**, once treatment begins, remain at home for the first 24 hours. The child may return after 24 hours if they have been fever free without medication for 24 hours and they are feeling well enough to attend school.

-**Lice (nit)**- CCS has adopted a nit-free policy for students and adults who may have head lice. Exclusion is necessary in order to control the spread. Your child will not be able to return to school until they have been checked by someone in charge and deemed lice/nit free.

-**Hand, Foot and Mouth**- Your child must remain at home until all the blisters have scabbed over and your child has been fever free without medication for 24 hours. If your child has blisters in their mouth and they are drooling, unable to eat or drink or are having trouble breathing, they must remain home until symptoms are gone.

-**Flu or Covid**- Your child must stay home until all symptoms have been gone for 24 hours without medication.



Please notify us if your child has been exposed to a communicable disease. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination to verify the diagnosis and treatment.

If your child is sent home from school, they will not be eligible to return to school for 24 hours or until the symptoms are gone ***without medication, for at least 24 hours.***

In the event that you are called to pick up your child due to illness, your child will need to be picked up within one hour.

If the first name on the Emergency Contact list does not answer when called, the staff person in charge will continue to call each name on the list until they reach someone. In the event no one can be reached, emergency personnel may be called.

***All decisions concerning whether a child will be sent home for illness or when they can return will be subject to the discretion of the Director/Principal.***

Prior to February's registration date, please check your child's immunization record. The record must be current to be eligible for re-enrollment.

#### L. Medical Emergencies:

In case of emergency, illness or injury during school hours, parents will be contacted as soon as possible. If a parent cannot be reached, alternates on the Emergency Form will be contacted. Until the arrival of a parent or person listed on the Emergency Form, the director/principal will make decisions necessary for the child's well-being. The child's parent will be responsible for any and all expenses; the school does provide secondary coverage.

#### M. Medications:

Unless authorized by a doctor or parent, a staff member cannot administer medication. Authorization to administer medication must be in writing with specific instructions. All medications must be in their original containers with name, date, and current expiration dates. All medications must be signed in at the Front Desk. The medication will then be placed in a locked cabinet at the Front Desk. The student must go to the Front Desk to be given the medication. All emergency/rescue medication will be kept with the child's teacher or staff member in charge. If the emergency/rescue medication is used during the time the child is in school, parents will be notified immediately.

#### N. General Discipline Policy

Calvary Christian School believes that children are a precious gift from God in need of nurturing. We also believe that a component of love is discipline. According to the Bible, CCS shares a responsibility to bring up our children in the way they should go.

Students are expected to display behavior representative of CCS as well as to obey teachers and all school employees. If a student is caught breaking any rule, any teacher or school employee has the authority and responsibility to call the student's attention to the violation and to report the student's action to their teacher. Serious or repeated violations may go directly to the principal.

Parents will be notified of any problems. A conference may be requested.

## O. Preschool Discipline and Biting Policy

### Preschool Discipline Policy

Calvary Christian School does not use corporal punishment. If a child is displaying inappropriate behavior, the child is removed from the situation. If that doesn't work, we may use the time-out method and re-clarify expectations, so the child can regroup and enter back into the activity. If it becomes necessary for the teacher to give the child time-out on a repeated basis, the parent will be notified in writing. After three written notices, a conference will be held with the teacher, parent and director. At this time, the director will decide how to proceed.

### Preschool Biting Policy

We all understand and accept that when children are in groups, biting is unfortunately not unexpected. We know and accept that children bite for many different reasons, however, we believe that biting is never the right thing to do. Our goal is to help children who are bitten feel better by giving them care, support, and love, as well as teach the children who bite more appropriate behaviors. If a biting issue arises in which a child is regularly biting other children, the Staff member in charge will immediately send an Incident Report to the parents and discuss techniques to implement to help stop the biting. If the child bites three times in one day, the parents will be called to pick the child up from school for the remainder of the day. If the biting continues for two weeks, the child will not be able to return to school. After six months, if space is available in the classroom, the child may return to the school. We want to work with your child and we understand that biting is a normal process for some children. However, we also want to ensure that all the children are safe at our school.

## P. Elementary Discipline Policy/Rubric

The adopted plan is as follows:

### Classroom Rules

- C- Choose to stay on task and work quietly.
- H- Hands, feet, and objects will be kept to myself.
- O- Others and their property will be respected.
- I- I will listen and follow directions.
- C- Classroom tasks will be completed to the best of my ability.
- E- Enter and leave the classroom quietly.

### Consequences

#### Pull Green Ticket – Warning

Pull 1st Yellow Ticket -Time out/Loss of free time (5 minutes)

Pull 2nd Yellow Ticket - Time out/Loss of free time (10 minutes)

Pull Red Ticket - Time out/Loss of free time (15 minutes)

\*Phone call home/ Note home

Pull White Ticket-Go to the office

A separate discipline rubric deals with major disciplinary issues; it is in effect for all grades. Examples of unacceptable behaviors and corresponding consequences are classified into different levels of severity. The rubric is not all-inclusive. Student age, attitude, and/or intention may affect the severity of consequences. Copies are available upon request.

#### Q. Electronic and Communication Device Policy:

Technology is of great value and has many useful educational applications. Calvary strongly encourages students to fully utilize these tools when at home. However, personal tools are the responsibility of the student and unless permission is granted by teachers or the principal, electronic devices are only for use during a teacher-led activity.

*Elementary:* Electronic devices that are seen, i.e., taken out of the backpack or heard (alarms, ringing, texting noises, etc) during the school day will be confiscated and given to the principal. Parents will be responsible for picking up the device.

“Electronic devices are no longer permitted in our Early Care Extended Care program, as it is not possible for teachers to monitor content.”

#### R. Calvary Christian School Attendance Policy

Calvary Christian strongly believes that every child should be at school everyday. (unless, of course, they are ill) Studies show that students who attend school regularly are able to learn more, have fewer discipline problems, develop better study habits and often are more successful than students who do not.

Regular attendance helps your child develop a responsible attitude toward school.

Classes begin at 8:00. Prompt arrival is expected and eliminates class-time interruptions. Your child will be considered tardy after 8:00. All children brought in after 8:00 am must be signed in at the front desk.

Should a student have to miss a day from school, a note will be required when they return.

However any days the student missed, they will be given that number of school days, plus one additional, to complete AND turn in missing assignments. Work not turned in during that time will receive a zero.

We ask that doctor's appointments and vacations please be scheduled outside the school day and year, respectively. If you know in advance that your child will be absent, please notify your director/principal.

#### S. Parental Grievance Policy:

As difficulties arise, parents may feel the need to speak with the teacher or staff member.

It is our desire and policy that all problems be solved according to Matthew 18:15. If a problem or complaint should arise against the teacher or staff person, go first to them and try to resolve the problem. If the problem persists, the parent may meet with the principal and teacher in an attempt to reach a resolution. If the solution cannot be resolved after all of these steps have been taken, you can contact the Church Executive Pastor, Cathy Smith at [cathy.smith@calvarychristian.net](mailto:cathy.smith@calvarychristian.net).

**T. Fire, Tornado, Earthquake, & Disaster Drills:**

Emergency drills will be conducted once a month in accordance with the State Fire Marshall Code. An evacuation plan is posted inside each classroom. In the event that the CCS building is rendered unsafe, students will be moved to the U.S. Forestry Service Building located at 1700 Bypass Road. Parents will be called to pick up their children.

**U. Report Suspected Neglect/Abuse**

The law requires educators to report any suspected abuse. In the event this should occur, the staff member will comply with the law and notify the proper authorities at the Cabinet for Children and Family Services. (KRS 620:030 – reporting, KRS 620:990(1) – failure to report). Parents will not be notified prior to a report being made.

**We reserve the right to discontinue care for any child whose behavior is detrimental to the general well-being of other children at our school.**



Dear Parent/Guardian,

Please review the handbook with your child and sign below.

My child, \_\_\_\_\_, and I have reviewed and understand the Student Handbook for the 2023-2024 school year.

Parent/Guardian Signature \_\_\_\_\_  
*Please return to your child's teacher on the first day of school.*