

CAROLINA CHRISTIAN PRESCHOOL



SCHOOL YEAR 2023-2024

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LETTER FROM OUR PRESCHOOL DIRECTOR

Dear Parents,

Welcome to our Carolina Christian Preschool family. Thank you for allowing us to partner with your family as we provide a Christ-Centered education for your children. It is our desire to glorify God while we prayerfully care for your children and start them off in their education.

Carolina Christian Preschool is an important resource for your children during these formative years. We believe that guidance by gifted teachers allows your children's spiritual, physical, social, emotional and intellectual development to progress smoothly and naturally. A very important priority we constantly work towards is to help the children feel good about themselves and to know that they are loved by Jesus.

We strongly believe that open communication between parents and school staff is essential to fully meeting your children's needs. We appreciate your support and prayers for our staff throughout this coming year and thank you for your commitment to Christian education.

This year our CCS Preschool theme verse is 3 John 1:4:

"I have no greater joy than to hear that my children are walking in the truth"

Jesus loves **all** of the children of the world. We will be showing our children how to love others like Jesus with our actions, not just our words. Our prayer is to teach them the truth of the Gospel and how to be kind, loving and patient with those around them.

If you have any concerns or comments, please feel free to contact us. We are here to serve you and your child.

In Christ,

Kristie Moss
CCS Preschool Director

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.

WHO WE ARE

Carolina Christian Preschool is a private, Christian school serving students in Preschool 2 through Preschool 4. Carolina Christian Preschool was founded as a ministry of Carolina Presbyterian Church, PCA. As of July 1, 2020, Carolina Christian Preschool is now an independent Christian school partnering with Carolina Presbyterian Church. It exists to reach children for Christ and then be responsible for helping them grow in their faith.

GOVERNANCE

Carolina Christian Preschool is governed by the School Board whose purpose is to determine policy, direct the Director to carry out policy, and ensure the overall health of the school. Several positions on the Carolina Christian Preschool School Board are appointed by the Session of Carolina Presbyterian Church. Individuals elected to the School Board display a strong Christian commitment, express agreement with the church's doctrinal statement and the school's mission and vision statements, and are members of the church in good standing.

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.

NON-DISCRIMINATION POLICY

Carolina Christian Preschool shall not discriminate on the basis of gender, sex, race, color, national origin, or ethnicity in employment practices, administrative policies, financial aid and other tuition assistance, and any other school-administered programs or activities.

REGISTRATION AND TUITION

- Registration \$125
- Tuition (prorated) \$2,106 annual (3 days/wk.)

Monthly payments, Aug.-April will be made online at 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 15th of each month a \$25 late fee will be charged to your account unless arrangements have been made with the director.

DISCOUNTS

There is a \$100 discount for 2nd child enrolled at CCS (Preschool – 8th grade); \$200 discount for 3rd, 4th, etc. enrolled from same household.

GRADUATION FEES

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.

SCHOOL HOURS

Carolina Christian Preschool hours are from 9:00 a.m. until 1:00 p.m.

We encourage you to arrive at 9:00 a.m. to ensure your child's participation in all the planned activities as well as the free play time. We will do everything we can to help your child feel comfortable and involved in play upon arriving at school. As your child adjusts to the school situation you may recognize that separation is an adjustment and crying is really a healthy sign of attachment. Some children have a more difficult time than others and this is normal. It is also helpful to talk about school prior to your child starting school. Adjustment to the classroom is best facilitated by helping your child get started with some activity in the classroom, verbally say good-bye and then, remind him/her you will return. During the first week or so, to ease your mind, we would be happy to receive a phone call from you inquiring on how your child is doing.

Prompt pick up at 1:00 p.m. is important, as a good portion of our staff need to attend to other needs. After 1:10 p.m., there will be a **late charge** of \$1.00/per minute, unless you have notified the office or teacher about your extenuating circumstances.

ABOUT THE PRESCHOOL

It is our intention to help children enrolled in our program to build their relationship with God.

It is because of the value that we place on children that we also strive to create a wholesome, loving and healthy atmosphere. It is expected that each staff adheres to the highest moral and professional standard of behavior, and that her interaction with the children be a witness to that standard.

We strive in our preschool to offer a high standard of Christian child care, with that care being evident in the environment that surrounds the children. We conduct activities with the children to help them realize the importance of the Bible and to become familiar with its content through age appropriate activities. We also establish the importance of prayer and pray with the children on a regular basis. We do continually strive for a Christian environment and do include in our programming special attention to religious and Christian holidays.

Our preschool strives to care for children within the community and strengthen their relationship with Christ. Each child is viewed as an individual and our care for them is consistent with that.

GOALS OF THE PRESCHOOL

1. To create an environment in which each child feels worthy, loved, secure and happy.
2. To provide experiences which promote development of preschoolers in spiritual, physical, social, and intellectual areas.
3. To provide parents with information to assist them in their parenting role.

GOALS AND OBJECTIVES FOR THE PARENT AND THE CHILD

Prepare children for preschool by:

- ◆ assuring the child that he/she will be safe and secure at school
- ◆ introducing the child to school by visiting the school with him/her to talking about it
- ◆ keeping informed about your child's progress
- ◆ notifying the teacher of particular problems encountered with one's child
- ◆ being aware of and participate in, when possible, school activities
- ◆ attending parent meetings and conferences
- ◆ updating immunization records, making us aware of contagious conditions (e.g. strep throat, etc.) emergency information, address, phone changes, etc.
- ◆ being aware of various school activities through school newsletters, email and possible staff communications (e.g. calendars sent home)
- ◆ extending classroom learning in the home (i.e. discuss, question what was done)

GOALS AND OBJECTIVES FOR PRESCHOOL CHILDREN

To strengthen the love and bonds to Christ by:

- ◆ participating in prayer
- ◆ participating in Christian learning activities
- ◆ becoming acquainted with Bible stories, characters, values, ethics and lifestyles
- ◆ participating in Christian music experiences
- ◆ engaging in activities to promote building friendship with other children, families, and staff in our program (e.g. community service projects)

To develop a positive self-concept by participation in experiences which focus on:

- ◆ believing that he/she is a worthwhile person
- ◆ believing that he/she can be successful in his/her endeavors
- ◆ being able to adjust to failures as well as success

To begin the process of social development by:

- ◆ developing warm relationships with teachers and other children
- ◆ learning to share
- ◆ learning the meaning of respect
- ◆ interacting in fair play with the other children
- ◆ caring for others

To increase use of language by:

- ◆ developing a meaningful vocabulary
- ◆ using language as a successful means of communication
- ◆ learning to express feelings verbally

To advance in intellectual development by:

- ◆ interacting and learning from the environment
- ◆ learning to follow directions
- ◆ being able to understand new concepts
- ◆ becoming interested and motivated in learning activities

To work on acquiring physical coordination by:

- ◆ advancing in gross motor development

- ◆ advancing in fine motor coordination

To participate in creative experiences by:

- ◆ engaging with art materials and determining the creative set up of those materials
- ◆ participating in experiences that offer use of the imagination

COMMUNICATION

Initial concerns should be directed to the specific individual involved (e.g. the teacher). The Director should be consulted if concerns are not resolved to one's satisfaction. At this point, if concerns are still not satisfied after speaking with the Director, it is advisable to contact the Head of School.

Your suggestions regarding overall programmatic issues are welcome and helpful. Please share these thoughts either through conversation or in a written format. The parenting role is not easy and support is always available to assist in this very important role. The Director is available each day 8:30-1:30 or by special appointment at your convenience.

Each class teacher will give out communication methods utilized in their class such as monthly newsletters, parent conferences, etc.

EMAIL

Most communication is sent by email through Renweb. On some occasions a hard copy will be provided as well. Communication will be sent via TEXT and EMAIL through Renweb for emergencies or items of high importance, such as school closings or change of school hours. Please be sure to always make sure you have a current email and phone number on File.

LUNCH/SNACK

Lunchtime is important; not only for socialization, but as a learning experience regarding nutritious eating habits. All lunches are brought from home and should not include candy, or sweet treats, soda pop, etc. Food should be cut to accommodate small hands. Items which pose choking hazards should be cut to prevent a choking situation; grapes, hotdogs, etc. On occasion, some classes may prepare a special lunch as a group and your child's teacher will post a notice requesting different items (such as a loaf of bread, can of soup, etc.). Please do not send items with pull tops as they present serious hazards. **We also ask you to send items in a divided container with one pull top lid.** It is difficult for staff to open several items for each child with a class full of children. We will not be able to warm foods or store them in a refrigerator.

PARENT/TEACHER CONFERENCES

Typically, conferences are not held unless requested. A specific written assessment is shared with parents, as well as informal observation information. It is important at these conferences to discuss your goals for your child.

MEDICAL

Carolina Christian Preschool provides several prevention activities to prevent germs from spreading. These activities include monitoring children for symptoms of illness, frequent hand washing, toy sanitation, and staff training regarding infection control. We are not licensed to care for sick children and therefore require all children to be picked up promptly if the need arises.

Students that were ill, may return to school after:

24 hours of being fever free without the use of fever reducing medications

24 hours of being diarrhea free without use of anti-diarrhea medications

24 hours after vomiting has stopped

When physician has directed that the student may return to school

For the protection of all students, Carolina Christian School has a “No Nit Policy.” A student who is infected with head lice or nits (head lice eggs which attach to the shaft of the hair) may not return to school until head lice has been treated and all nits have been removed.

MEDICATION

These regulations must include the following:

1. The school system has the final decision-making authority with respect to the administration of medications and to reject requests for administering medications.
2. Written orders must be provided by a medical health care provider who has the legal right to write a prescription. The order must include the name of the drug, dosage, frequency or time interval, route or method of administration, the time to be administered, route of administration, possible side effects, and method of storage.
3. The Medical Release Form must be renewed each school year for your child. If the physician changes any medication during the school year, the form will need to be updated. Both the medical health care provider and parent/guardian must sign the form.
4. The Allergy Action Plan must be signed by both physician and the parent/guardian for all allergy medications. (Inhaler, Epipens, Etc.)
5. All medications, whether prescription or over-the-counter, must be brought to the school by a responsible adult (parent/guardian). Students may not carry medications of any kind on their person.
6. All medications must be in appropriate containers which are properly labeled by a medical care provider or pharmacy. The prescription bottle must be the latest one filled by the pharmacy or medical care provider. Any over-the-counter (OTC) medication prescribed for a student must be provided in its original unopened, unexpired container with the original label and has the student’s name written on the medication container.
7. A secure location must be provided for the storage of medications.
8. All medication will be documented on the Medication Dispensing Form.
9. School Nurse or designee will monitor the administration, documentation, and storage of all medications on a regular basis.
10. The parent/guardian is responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be disposed of as per school policy.

OTHER MEDICAL PRECAUTIONS

We try to take every precaution to prevent germs from spreading. We try to note possible health problems as children arrive. In addition, we always wash hands upon arrival, etc. Tables are sanitized directly before eating. Toys and room surfaces are sanitized on a regular basis.

A child will be isolated in the Director's office if he/she becomes ill at school and parents will be contacted to pick up his/her child. In situations when we are unable to reach a parent, the emergency person listed on your application will be contacted. It is critical that individuals listed on the application as emergency people be within reasonable distance and, of course, be willing to pick up a child, etc.

Please let us know when your child will be absent, especially if he/she has a contagious illness which other children might have been exposed to on previous days (e.g. chicken pox, pink eye, etc.). The Preschool reserves the right to request parents, to submit a doctor's note verifying a child's health status and / or current treatment after having (or suspected of having) a contagious condition. In these cases, the child can return to the program only with this requested written information. A health alert notice will be posted on the bulletin board near child care office in the event that a child has contracted a contagious illness and the possibility exists of exposure to other children in the program. These alerts will remain posted for 2 weeks.

Accident reports are provided for all injuries. Parents will not be contacted unless immediate attention is needed or parents provide a written request to receive contact regarding all injuries (including a biting situation). It is imperative that this request be in a written format. The one exception to this is in the case of head injuries. Parents are always contacted for all head injuries (even minor). All medication, sunscreen, diaper cream, or any toxic items will be given directly to a teacher to be locked up away from children's reach. Medication brought in by a parent will never be left in a cubby, back pack, etc. Leaving medication and other toxic items within child's access is cause for immediate enrollment dismissal. This includes all age levels of classes. Medication will only be administered with written authorization.

It is the responsibility of all parents to update immunization records. Please request a copy of your current health form when visiting your physician in order to update the shot record. Physicals are only required (for children 6 weeks – 30 months) once and no sooner than 3 months prior to the start of enrollment.

MISCELLANEOUS

Extra Clothes

An extra complete set of seasonal clothes should be available for each child at all times. Please make sure all items are labeled in a Ziploc bag.

Labeling Names on Objects

Please help us by labeling your child's name on ALL PERSONAL ITEMS such as jackets, extra clothing, tote bags, lunch boxes, thermos bottles, containers, etc. It is very difficult for teachers at the beginning of the year, as well as for substitutes, to keep track of things for each child. Names on items are especially helpful when items show up in our "Lost & Found".

Diaper Creams

Special ointments should be given directly to the teacher to lock up & will require a signed permission to administer form for the school year. Please label with child's name.

Birthday Parties

We are happy to celebrate birthdays. You are welcome to send in a store-bought individually wrapped cupcake/cookie and drink for each class member. Please do not bring presents or party favors.

Release / Pick Up of Children

For your child's safety, we require written permission for your child to leave with anyone other than parents. Our registration form allows you to name any such person. A new person can be added to the list on your original application. Please use the "CCS Emergency Pick-Up Form". The new person should be prepared to show identification. We will NOT release your child to new individuals without identification and appropriate written authorization. Phone or verbal requests to release your child to individuals other than those listed on your application will not be acceptable. You may fax us the information (name of release person, date and signature) in an emergency situation.

Parents in a child custody situation are required to notify the preschool immediately of any such action that dictates whom may or may not, pick up the child from this preschool and provide copies of such court actions. Parents in the midst of divorce should understand that release of their child(ren) would be to individuals listed on their enrollment form unless a court order to the contrary is provided

School Closing

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 Christian 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).

Clothing

Dress your child in clothing that allows participation in active play (inside and outside). Inside play activities include the use of materials such as water, paint, glue, sand, etc. and therefore require play clothes as well. We try to use paint smocks but we encourage you to dress your child in clothes that may get paint, dirt, etc. on them.

Safety is of utmost importance to us and therefore we need for all children to wear well supported closed toe shoes. In addition to safety the reasoning for this is to focus on preventing frustration with mulch getting inside sandals etc. A Velcro or tie tennis / leather shoe is the safest shoe. Please do not send your child in flip flops, crocs, sandals, etc. with no support in back or front.

Forms

In order to meet your needs and provide better service, we maintain written documentation of various changes you might need to make (phone numbers, release individuals, notice of withdraw). This form, "CCS Emergency Pick-Up Form" is available on the CCS website or in the Preschool Director's office.

BEHAVIOR MANAGEMENT

Prevention of discipline problems is the key to any good behavior management program. With this in mind, the following are provided for in our program to eliminate most problems:

1. An environment that provides love, encouragement, and the promotion of positive self-esteem. Use of a calm, moderate voice level.
2. Safe, exciting environment, with some new materials rotated on a regular basis.
3. Teacher/child supervision and interaction during free play.

4. Children’s awareness of classroom rules and expectations for behavior. The teacher will refer to the rules positively (e.g. “Mary, you need to walk” versus “Stop running”).
5. Teacher awareness of each child’s individual needs.
6. Low child to teacher ratio in order to provide children with as much individual attention as possible.
7. Use of redirection when appropriate.
8. Use of logical consequences (e.g. one does not move on to another activity until the first activity is cleaned up).
9. Maintenance of a well-organized environment which facilitates cooperation.
10. Use of humor when possible and appropriate.
11. Use of reflective listening and “I-messages” to help children cooperate as well as to acquire these communication skills themselves.
12. Rewards are given for appropriate behavior; material rewards are always given with verbal praise and encouragement. From time to time, serious problems require the use of “time-in”. “Time in” is reserved for **serious problems** when all else fails. It is viewed as an opportunity to explain and guide the child’s behavior. Toddler rooms use redirection as a primary method to communicate appropriate behaviors. The following is adhered to when “time-in” is used: Child is firmly but calmly told specifically what the appropriate behavior is (e.g. “We need to be kind to our friends, use gentle touches”).
 - ◆ Child is to sit while the teacher talks to him/her.
 - ◆ The child and teacher calmly talk about the incident. The teacher asks the child why he or she had to sit to ensure adequate understanding.
 - ◆ The teacher helps the child return to play.

BITING

Biting is a behavior that is very disturbing to all concerned. It frightens the child who is bitten and alarms his parents. It also worries the parents of the child who bites – and often scares the biter as well.

Although most children do not bite, especially after age 3, biting is by no means rare in groups of young children. When it does occur, biting cannot be ignored. Children bite for different reasons. Sometimes they feel frustrated or threatened; in other cases, they get a sense of power over others. We try to help children recognize their feelings and learn words to express them.

We must clearly label biting as unacceptable and explain the reason in words that the child can understand. After first comforting and caring for the child who was bitten, we say something like this: “See your friend is crying because you hurt him/her” (show bite mark), “I do not allow other people to hurt you and I will not allow you to hurt other people. You may not hurt anyone.” “We use gentle touches.” We emphasize the appropriate behaviors and avoid using the term “bite”.

If biting happens again, we may remove the child away from the other children to discuss the situation. We will explain the he/she can play with the others only if he/she uses words. We make it a major priority to prevent further biting, both to avoid damage to potential “bitees” and because the shrieks and tears of another child are often rewarding to the biter – increasing the chances of still more biting. Other children in the group may decide to try biting too.

To nip biting in the bud, we assign an adult to stick close to the child who has bitten, ready to jump in and prevent a bite. We literally have a staff member become the child’s shadow. Of course, we also talk with the child’s parents to ensure that we’re all responding consistently – at home and at school. In addition, we

want to see what parents notice about the biting, such as cues that the child is about to bite or observations about situations in which biting seems to happen.

We want all parents to know that we take prompt, determined action to eliminate biting in our classrooms. In the past, our methods have worked. Biting was stopped quickly and has never been a major problem. We will inform all parents involved with the biting situation. An accident form is provided. The name of the child who bit is not disclosed. An incident report is completed for the child who did the biting (parent signature obtained). Each situation is unique and we work closely with parents and staff to solve the problem.

SEVERE BEHAVIOR PROBLEMS

For the wellbeing of all children in our program, the Director will always reserve the right to dismiss a child at any time for a severe behavior problem that poses a threat of the safety of other staff or children in the program. However, for most situations, parents will be expected to work with staff to develop a plan to improve or change behavior. That procedure usually follows these guidelines:

- ◆ A written plan at a meeting will be developed by the teacher along with parental input for both the design and implementation of the “at home” components.
- ◆ A second meeting will be held to evaluate progress. This second meeting will take place after a child has attended 6 class sessions.
- ◆ Modifications will be made to the first plan should no or little progress be made.
- ◆ After 4 class sessions, a third meeting will confirm or deny the child’s enrollment status and note further behavior management techniques to use.



Carolina Christian Preschool 2023-2024 Handbook

PARENTAL STATEMENT OF AGREEMENT

After reading through the CCS Preschool Handbook 2023-2024, please initial each line, print and sign your name, and return this form to the front office or email to the school’s general mailbox ccs@carolinachristianschool.com by the end of August 2023. Thank You

_____ We/I have read and understand the school’s philosophy of Christian education and the statement of faith. We are in full agreement with the purpose and philosophy of Carolina Christian Preschool.

_____ We/I, as parent(s), accept the challenge to “*train up a child in the way he should go*” according to Proverbs 22:6. We/I place our trust in Carolina Christian Preschool to expand that training.

_____ We/I uphold and support the school with our prayers and a positive attitude and are committed to sharing any concerns with the appropriate people following the proper channels.

_____ We/I will support the school by involvement in parent/teacher fellowships, open houses, parent/teacher conferences, workdays, and other school sponsored meetings and activities.

_____ We/I understand and will fulfill our financial commitment to pay for the services the school is providing for our child.

_____ We/I as parents of the student do sincerely give our pledge to the above items.

Parent’s Name – Please Print and Sign

Date

Parent’s Name – Please Print and Sign

Date