

**Calvary Road Christian
School**

**Preschool
Handbook**

2008-2009

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INTRODUCTION

Welcome to Calvary Road Christian School (CRCS)! We look forward to serving you and your children during this school year.

We have found that having good communication between the home and school is essential to a successful school year. An important part of our communication plan is this parent/student handbook. Please read the entire book carefully as it is designed to provide essential information about our school. Both parents and students will find the handbook helpful concerning the policy and procedures at CRCS. Of course the handbook cannot answer every question. CRCS reserves the right to change any policy at any time in its sole discretion, when it determines the change to be in the best interests of the school.

About Calvary Road Christian School

Founded in 1976, CRCS offers a complete, Christian, traditional education from three year old preschool through eighth grade. CRCS is a ministry of Calvary Road Baptist Church and shares its spacious facilities on six and one half acres of property, two miles east of Springfield Mall in the Franconia area. These facilities include over 20 classrooms, an athletic field, a fenced and well equipped play area, a library, computer lab, two kitchens, and gymnasium.

Located only 20 minutes from our nation's capital, Calvary Road Christian School is in the midst of a population concentration of over four million people in one of America's most historic locations.

Calvary Road Christian School is a ministry of Calvary Road Baptist Church; consequently, our school and church share the same beliefs, doctrines, goals, and spiritual emphasis. By its willingness to sponsor CRCS, our church makes it possible to provide a Christian education not only for its own young people, but for other children as well.

Purpose of Calvary Road Christian School

The purpose of Calvary Road Christian School is to complement the ministry of Calvary Road Baptist Church through providing students a distinctly Christian education that encourages a commitment to Jesus Christ as Lord and Savior, the development of Christian character, excellence in academics, and service to others.

SCHOOL PHILOSOPHY AND OBJECTIVES

As a ministry of Calvary Road Baptist Church, we feel that the most important knowledge a person can have is a personal knowledge of Jesus Christ and His plan for mankind. The complete process of education for a student leads them to make a voluntary commitment to Jesus Christ as Lord and Savior and then teaches them how to relate and pattern their life after God's plan for them spiritually, academically, socially, and physically.

Since the primary responsibility for this training belongs to the home according to the Scriptures (Deuteronomy 6:1-9 and Ephesians 6:1-4), the school is an extension of the home and the church to reinforce and expand this Biblical training.

With this in mind, the school has several objectives for the students.

Spiritual Objectives

We desire to see a spiritually discerning student, who is mighty in spirit and Christian character, and who is willing to serve the Lord Jesus Christ in whatever capacity that God may call him/her. We desire that each child have an independent walk with Christ in a self-governing way so that the student does not need external control.

To accomplish this, our spiritual objectives are:

1. To teach the truth that the Lord Jesus Christ is the Son of God and that His death and resurrection provide forgiveness of sin and new life through faith in Him.
2. To teach that the Bible is the inspired, infallible Word of God, and help the student to appreciate and accept its practical use and importance.
3. To teach that consistent progress in Christian living is dependent upon fellowship with the Lord Jesus Christ through reading, praying, studying, and memorizing God's Word.
4. To teach the student to have a joyous Christian life by following God and obeying His will as revealed in the Bible.

Academic Objectives

We desire to produce a well-rounded and disciplined student in the area of academic understanding, knowledge, and skills. We want the student to be an independent thinker capable of researching, reasoning, relating, and applying biblical principles to every area of life, particularly the area to which the student has been called.

To accomplish this, our academic objectives are:

1. To teach the student the fundamentals of God's creation, including language arts, geography, mathematics, history, science, fine arts, a foreign language, art, and Bible from a Christ-centered viewpoint, so that he/she will develop to the glory of God spiritually, mentally, socially, and physically, not in his/her natural energy, but through new life in Christ.
2. To teach students analytical and communicative (oral, written, listening) skills.
3. To teach students how to reason with Godly wisdom.
4. To teach students to work effectively both independently and cooperatively.
5. To promote the application of Christian principles to daily life.

Social Objectives

We want to help train students who are socially stable and able to go into the vocation of their choice, to be responsible citizens and conduct themselves capably among their peers. We want students to know their nation's heritage, understand the responsibility of maintaining civil liberty, and be able to relate Christian moral values to an ever changing world and society, so they will bring biblical answers to the world and not be part of its problem.

To accomplish this, our social objectives are:

1. To teach students to assume responsibility.
2. To develop in students the proper attitudes, ideals, habits, knowledge, and skills, which are necessary in preparation for life.

3. To give students the kind of experience that will help them face life with courage and understanding and to help them experience a living faith in God that will make them a credit to Christ, the community, the nation, and themselves.

Physical Objectives

We want to produce a child who is physically fit to serve the Lord, who has a good knowledge of health and hygiene, and who has the ability to be a servant and to care for his/her body as the temple of the Holy Spirit.

To accomplish this, our physical objectives are:

1. To teach life long principles of physical fitness, health, and hygiene so that students can properly care for their bodies as a servants and temples of the Holy Spirit.
2. To stimulate in the student the appreciation of and desire for wholesome recreation.

ADMINISTRATIVE INFORMATION

Staff

The staff is made up of dedicated Christians who love the Lord and have a genuine love for children. Our four-year-old teachers are required to hold a Bachelor's Degree. All staff are trained to work with children and spend time in preparation for each day's activities. They each have a health certificate on file at the school office showing them to be free from communicable disease or any disability which would prevent them from caring for children. We also require a Criminal Record Clearance from the Central Criminal Records Exchange Department of the State Police. Teachers are required throughout the year to attend various workshops or seminars in the field of early childhood. All teachers and staff of CRCS are members of Calvary Road Baptist Church.

Licensing Status

As a ministry of Calvary Road Baptist Church, preschool is exempt from licensure under the state religious exemption law. Calvary Road Christian Preschool complies with all applicable laws and regulations

pertaining to health and sanitation, water supply, building codes, statewide fire prevention code, staff-child ratios and health and criminal check requirements for staff.

First Aid and Accident Insurance

We enroll our students in an accidental injury program through a school underwriter. The cost of this coverage is included in the registration fee. The insurance programs now available are designed so that your primary medical insurance is to be used first. The insurance supplied by the school is considered secondary and would cover the deductible or other out-of-pocket expenses you incur up to the policy limit.

Child Abuse and Neglect Law

Under the child abuse and neglect law, child care workers are required to report any suspected cases of child abuse and/or neglect.

Public Liability Insurance

Calvary Road Christian Preschool is covered by public liability insurance.

Visitors/Security

Visitors and volunteers must check in at the school office immediately upon arrival and receive a visitor's badge to wear for the duration of the visit. During the hours of 8:30 a.m. to 3:00 p.m. your only available entrance to the building is through the school's main entrance in the rear of the building. All other entrances are locked for security reasons.

Physical Facilities

The Calvary Road Christian Preschool has spacious rooms for each class. The rooms have both learning and play areas in which the children can move freely. In addition, students have access on the premises to a large playground area with a variety of equipment available for their enjoyment.

Enrollment Capacity

We are currently permitted to enroll 99 children in our preschool.

Hours of Operation

Preschool is open from 6:45 a.m. to 6:00 p.m. Monday through Friday except for the following holidays and the Faculty/Staff Educational Conference (the exact dates of which will be announced).

Columbus Day
Veterans' Day (some years)
Thanksgiving Holiday (Wednesday—Friday)
Christmas Holiday (will vary)
Martin Luther King, Jr. Day
Presidents' Day
Easter Vacation
Memorial Day

ADMISSION POLICIES AND PROCEDURES

Application Procedures

The following forms must be completed and returned: Application, Statement of Cooperation, Emergency Care Information, and Family Questionnaire. These forms must be completed in full and signed before the registration process can continue. Please do not tear the forms apart.

We must have complete, updated immunization records for your child. All students must submit immunization and physical examination records with their application. Students without proof of required immunizations or medical/religious exemptions cannot be permitted to enter Calvary Road Christian School until these items have been secured. The county requires us to have this information on form MCH-213 D, Rev.1/99 provided by the Commonwealth of Virginia. These forms are available in your doctor's office or in the school office upon request.

If you have obtained custody of your child through the courts due to divorce, etc., please provide a copy of the court order.

Your child's original birth certificate must be brought in and viewed by a staff member who will record the necessary information.

After receiving a completed application, we will begin to process it. Applicants selected for an interview will be contacted by the

school. All applications will be considered, however enrollment decisions will be prioritized according to Calvary Road Baptist Church membership, siblings of current students and responses to the family questionnaire. A preschool interview will be scheduled with at least one parent.

Calvary Road Christian School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its education, admissions, athletics, or other school-administered programs.

Age Placement

Preschool classes are structured according to age and have a cut-off date of September 30. Your preschooler must be 3 or 4 years of age on or before September 30 of the current school year. Classes are structured for balance in social, cultural, and academic experiences. A child remains with his/her peers throughout the school year.

Kindergarten Eligibility

Students who have been enrolled in our preschool program are not automatically eligible for CRCS kindergarten. All students who wish to register for kindergarten must reapply during the protected period (February). All applications will be considered, however, enrollment decisions for kindergarten will be prioritized according to Calvary Road Baptist Church membership, siblings of current students, current preschool students, responses to the student and parent questionnaire, and kindergarten readiness.

ACADEMIC POLICIES AND PROCEDURES

Curriculum

CRCS offers a teacher-directed, academic-based preschool program. It balances the academic preparations along with play and social development. Library, physical education and music are weekly additions. Basic computer education is also presented.

Parental support and reinforcement is a vital part of our program. Report cards are sent home quarterly to inform parents of a student's progress. Conferences are encouraged. Four-year-old class teachers hold scheduled parent conferences in January to discuss kindergarten

readiness.

Progress Reports

Each student will be evaluated throughout the school year on his or her progress on the completion of readiness skills predetermined by CRCS. These skills provide each student with a good foundation to be successful in the kindergarten program at CRCS.

Teachers will keep portfolios on each child to aid in the evaluation of the student. The report cards will be sent home four times a year. If at any point during the year you need to speak to the teacher about a concern or discuss a child's progress, conferences can be scheduled with the teacher.

Communication

Communication between home and school is very important. CRCS Preschool will contact parents if a child seems to feel or behave differently than usual.

Monthly letters from the director are sent home at the beginning of each month. The director's letter includes curriculum highlights, upcoming field trip information, and our calendar of events. These monthly letters include information common to all preschool classes.

Your preschooler's teacher will send home a weekly parent letter which details information specific to your child's classroom. It will include Bible highlights, topics for show and tell, phonics and other classroom activities. It is very important that parents read this weekly newsletter EACH week to know daily activities and important events.

Mr. Jones, our School Administrator, also sends home a weekly newsletter which provides information pertaining to the entire school.

Sign-up sheets or important notices are posted outside each classroom door as the need arises.

ATTENDANCE POLICY

The staff and administration of CRCS Preschool believe that parents have selected our school because of the quality curriculum, distinctively Christian environment, and loving staff. We strive to provide the best possible preschool experience for your child and are

committed to using every minute of the day wisely. Classes start promptly at 8:30 a.m. We ask that parents honor the beginning of the day by bringing their child between **8:15 and 8:30** so that the child can be ready to start the day with classmates. A child is considered tardy after 8:30. Tardies will be entered on the child's report card. Children who are consistently tardy not only miss important school time, but also disrupt the teacher and class which is already in session. Students who continue in this pattern may be subject to academic penalties. Specifically students who miss more than 50% of a particular class, 12 or more times in a quarter, will fail that subject for the quarter. All doors will be locked at 8:30 a.m. except the main school entrance.

Arrival of Children

Parents are asked to bring their children into the building. The parents should then go with their child to the designated classroom and leave them in the care of the teacher on duty as quickly as possible. The first two or three weeks it may be hard for young children and parents to part. We have found, however, that teachers can quickly gain your child's confidence and instill a sense of security if the parents do not prolong the parting. A wise rule is to let the child join his/her group alone, leaving you at the doorway. We do ask that you do not allow children to run freely in the building at any time.

Release of Children

Preschoolers will be permitted to leave school only with their parents or individuals listed on their registration or emergency care forms. All adults picking up children must present a picture identification card. Any changes in authorization must be made in writing as we are unable to accept verbal permission over the phone. When a parent takes the child from school premises, please be sure the teacher signs the child out accordingly. Parents are asked to remove temporary belongings from the child's cubby each day. Bedding, nap toys, extra sweaters, etc. may remain in the classroom during the week and should be taken home on Friday.

Absences

Parents are asked to notify the school office if their child has a contagious illness or disease. Then parents and school staff can be alert to symptoms in other children.

Carpools

Many CRCS families develop close friendships and create carpools. School staff will only release students to carpool drivers if written notification is received in the school office. The same requirements apply that are stated in the “Release of Children” section of this handbook.

FINANCIAL POLICIES

Each year when parents register or re-register their children, they will receive a tuition schedule that explains the financial policies of the school.

Tuition payments are based on an annual rate that is payable in 10 monthly installments. For specific fees, please refer to the schedule of payments. When registering it is understood that a spot is reserved for that child for the entire school year, and that full tuition will be paid if the child remains in school the entire year. We do not give credit for missed days of school due to illness or inclement weather. There will be a 10% penalty assessed for all late tuition and extended care payments. Any accounts over thirty (30) days past due will result in the child(ren) not being able to attend classes until the account is brought current or special arrangements are made with the administration. If an account becomes over thirty (30) days delinquent twice in one school year, the account must be paid in full for the remainder of the year. Any payments received will first be applied to outstanding tuition and then current tuition.

All tuition payments are handled by contract through F.A.C.T.S. tuition management company. Each payment is taken directly from your checking account on the 5th of the month Aug.—May by a direct debit process. (For the 20 payment plan, tuition will be direct debited on the 5th & 20th of the month Aug—May.)

There will be a \$25.00 service fee assessed for returned checks. If this should occur 3 times in a given school year, the account must be paid in full for the remainder of the year.

Please note the following schedule of payments.

<u>Payment:</u>	<u>10 Pmt Plan:</u>	<u>20 Pmt Plan:</u>
First	August 5	August 5 & 20
Second	September 5	September 5 & 20
Third	October 5	October 5 & 20
Fourth	November 5	November 5 & 20
Fifth	December 5	December 5 & 20
Sixth	January 5	January 5 & 20
Seventh	February 5	February 5 & 20
Eighth	March 5	March 5 & 20
Ninth	April 5	April 5 & 20
Tenth	May 5	May 5 & 20

Late Policy

The following late policy is in effect for children picked up after 6:00 p.m.

- The first three late occurrences during the school year will result in a fee of \$.75 per minute.
- The fourth late occurrence during the school year will result in a fee of \$1.50 per minute.
- The fifth occurrence will result in a fee of \$1.50 per minute plus dismissal from the after school program (must be picked up by 3:15 p.m.).

HEALTH POLICY

Each child must have on file at the time of enrollment a medical form including a current TB test (not more than six months prior to entry or thirty days if coming from another preschool) which has been signed by a physician.

Children should not come to school if they are ill. As children arrive in the morning, our teaching staff will keep a watchful eye for symptoms of illness and/or contagious conditions. If a staff person feels your child has a condition that warrants him/her not attending for the day, you will be asked to take the child home. If a child becomes ill during the school day, you will be notified and asked to pick up the child. We ask that you notify the school immediately if your child has been diagnosed with any communicable disease.

In order to protect the student body, we require that any student with one of the illnesses/conditions listed below be taken home and remain

there until he/she has fully recovered.

FEVER - - **Body temperature above 100 degrees.** We will call parents if a child has a fever of 100 degrees or more. Your child should remain at home for **at least 24 hours** or until symptoms have dissipated before returning to school.

CONJUNCTIVITIS - - Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball - - commonly called “pink eye.” The child should be seen by a doctor and **treated for 24 hours** before returning to school. Your child cannot return to school the same day of treatment unless by permission of your doctor stating that he/she does not have **contagious conjunctivitis.**

SCARLET FEVER - - An acute streptococcal infection marked by fever, sore throat, and a red rash appearing most often on face, neck, upper chest, and skin of arms, elbows, groin and inner aspect of thighs. Scarlet fever is non-communicable after 24 hours of drug therapy (usually penicillin). Most children require three to four days before returning to school. This will allow your child time to recuperate and prevent further complications.

STREP-THROAT CULTURES - - If your doctor does a throat culture on your child, **he/she may not return to school until results of the culture are known.**

IMPETIGO - - Contagious multiple skin lesions usually on exposed portions (face, around lips and nose, fingers, elbows, legs and knees). Lesions are multiple, varying in size and shape and consist of blisters which rapidly turn into brown crusts, on a reddened base. Caused by strep or staph germs. The child is excluded from school until a physician authorizes the child’s return - - usually three to five days.

CHICKEN POX - - An infectious, viral disease of childhood. The incubation period after exposure can be two to three weeks, commonly thirteen to seventeen days. Sudden onset with fever and itchy eruptions which become small blisters within a few hours and develops in different stages (crops). The child will be excluded from school until the last crop has crusted and is dry. Vaccination is now available for the chicken pox virus.

HEAD LICE - - Any of various small, wingless parasitic insects that suck blood and inhabit the hair. The child will be excluded from school until treated and free of nits (eggs laid by the head louse).

VOMITING - - Parents will be called to come for their child if he/she vomits during the school day. The **child should not return to school until free of vomiting for 24 hours.** Please do not send your child to school if he/she vomits in the morning!

DIARRHEA - - Parents will be called to come for their child if he/she is experiencing diarrhea during the school day. **The child should not return to school until free from diarrhea for 24 hours.** Please do not send your child to school if he/she experiences loose bowels in the morning!

RUNNY NOSE - - If the mucous coming from a runny nose seems to be infectious (is yellow/green in color), the parent will be called to pick up the child.

Medicine and Procedures

A student requiring medication or who is under a doctor's care should usually remain at home. However, if a child does require medication at school, a "Written Medication Consent Form" must be filled out for all prescription and over the counter medicines. If the medication is to be given longer than 10 days, the form must be signed by a physician and is then good for up to 6 months. Any medication (prescription or non-prescription) must be provided directly by the parents with the form and must be in the original package with the child's first and last name clearly labeled. The "name of medication" box on the consent form must match exactly with the medication brought in. All prescription medications must also contain the printout received from the pharmacist that list side effects and what it is for. Apart from these guidelines, medication will not be administered. **All medication must be kept in the preschool kitchen, not in the classroom or child's backpack.**

Injuries/First Aid/CPR

If a student is injured at school, the teacher will report it to the office. If serious, parents and 911 will be called immediately. An injury report will be completed by the teacher with one copy going to the parent and another to your child's file in the school office.

Staff will perform basic first aid such as applying disinfectant and band aids. Selected staff are certified in child/adult CPR.

Allergies

Children with food allergies must provide a doctor's excuse. A list of children and their allergies is provided to all school staff and the cook. Substitutions are made when possible for food allergies. If a child is allergic to bee/wasp stings, the parents must provide the school with any prescribed antidote injection on the first day of school. Procedures listed above must be followed for the administration of this medication.

BEHAVIOR MANAGEMENT

We believe that when the curriculum is exciting, the environment stimulating, and the structure organized, there is usually little need for disciplinary action. However, some intervention may be needed in order for a child to obtain maximum benefit from the program.

A behavior chart is used as a tool to communicate with parents a child's daily behavior. The goal is a chart free of any marks and a sticker for the day. Misbehavior is recorded on the chart with an "x" with an explanation of the offense on the back of the page. Children are given several warnings before the misbehavior is recorded. The nature of preschoolers will cause them to test the boundaries of the classroom. Once a child knows the expectations and consequences, he or she is free to grow academically and spiritually. Teachers will alert parents to any behavior issues as necessary.

If the misbehavior continues, the child will sit in time-out for one minute per year of age (4 year old would sit for 4 minutes). After the child has been sitting for a short time-out, the teacher will kneel down to talk to the child about why he/she is in time-out. It is important that they understand why a time-out was necessary. If a situation involves offending or hurting someone else, the child has the opportunity to say, "I am sorry. Will you forgive me?" The two children can then shake hands or hug each other and return to play happily.

If a child is not responding to classroom time-out, he/she may be brought to the Preschool Director for the next level of time-out and a chat with the Director. Afterward, the child also has the opportunity to speak to a friend if hurtful behavior has been involved. We strive for very short periods of time-out. However, upon occasion, we have students who choose to continue sitting in time out because they have refused to comply with the classroom rules.

When a child visits the Director for behavior assistance, a note of explanation is sent home. At times, it may become necessary to contact the parent by telephone so they may talk with their child personally. If the misbehavior continues after this point the Director may request that parents come to the school to deal with their child's inappropriate actions.

The school reserves the right to ask parents to withdraw children who continue to misbehave after the above behavior managements techniques have been applied. CRCS Preschool strongly supports building the child's self-esteem and respect for self and others. All behavior management actions are toward that end.

Biting generally occurs when preschoolers encounter situations where they feel they have no power. Staff are trained to be aware of potential situations where this might occur and diffuse them by assisting children in problem solving. Due to health concerns, biting will not be tolerated. Repeated biting offenses will result in expulsion or withdrawal at the discretion of the administration.

EVACUATION AND LOCKDOWN PROCEDURES

Evacuation and Lockdown Procedures

Throughout the year the school will have periodic fire, tornado, evacuation, and lockdown drills. Please note the following concerning each of these procedures.

Fire Drills

At the sound of the fire alarm, students are to do the following:

1. Stop work immediately.
2. Leave all work on top of desks.
3. Form a single-file line while assigned student opens door; then quietly leave for assigned area (see room chart). Chosen students will close door as last person leaves.
4. Stay quiet and in line in order to hear any instructions.
5. Turn and face building upon arrival at your area.
6. Wait quietly for signal to re-enter the school.

Tornado Drills

In the event that a tornado is sighted, the following steps are to be followed.

1. Notification of a tornado or other severe weather will be made through the intercom system.
2. Students in the preschool and elementary wings should move to the hallways and sit on the floor against the wall. All doors should be closed.
3. Students in the middle school building should move to the hallway. If additional space is needed students may also sit in the bathrooms and office. All doors should be closed.
4. If time permits, students in the sanctuary should go to the hallway in the basement level. If the tornado is imminent students should move to the choir loft and sit against the wall. If additional space is needed students should may sit on the stage and in the right baptismal (men's) room.
5. If time permits, students in the gymnasium should go to the hallway in the basement level. If the tornado is imminent students should move to the stage and sit against the wall.

Lock Down Procedures

1. Full lockdown (highest level of threat). A full lockdown means all building doors are locked, no one (including parents) may enter or exit and students and staff are to remain in their classrooms until further notice. Provisions will be made for water, food and bathrooms if the lockdown is for an extended time. If the threat also includes the use of biological, chemical, or other weapons, staff will seal classroom doors and the HVAC (heating and air conditioning) system will be shut down and sealed from the outside to the best of our ability.
2. Modified lockdown. In a modified lockdown scenario all outside doors will be locked and all students are to remain inside. Staff and students may move throughout the building but may not go outside. Parents with proper identification may enter only to remove their child.
3. Minimal lockdown. In this scenario all doors will be locked except the main school entrance. No outside activities will be permitted and movement from the main building to the Student Center will be limited. Parents may pick up their children by signing out in the school office.

Evacuation Procedures

1. If necessary, the incident supervisor will call for an evacuation.
2. If off-site, the students will be evacuated to the ball field at Manchester Lakes Park, the Franconia Moose Lodge or Franconia Alliance Church. Buses will load over by the white house on the gravel (where the buses are normally parked).
3. The Evacuation Coordinator will give directions to the staff and students, letting them know where to go, etc. She will then follow the last students to the evacuation area.
4. The Student Accounting Coordinator will get a count as students leave the building/property and then recount at the evacuation site.
5. The Parent Reunion Organizer will immediately head to the evacuation site and set up locations for students, parents, and media. As the students come to the site, the Parent Reunion Organizer will give instructions to staff. As parents come to the parent area, they may take their child as long as they are recognized or carded. The Parent Reunion Organizer will check off each student as they are taken. If media should arrive, the Parent Reunion Organizer and Evacuation Coordinator will keep them from the students and staff. Students are not to be interviewed. All interviews will be handled by the Incident Supervisor. Parents will be informed as to the reason for the evacuation by letter.

When appropriate, the Evacuation Coordinator will let the staff and students know when and if they may return to the school.

DRESS CODE

Children should come to school in comfortable play clothes and shoes that can withstand paint, sand, dirt, etc. Clothes should be easy for the child to remove when using the bathroom. For example, an outfit that buttons up the back is not practical. Children need to wear sneakers or shoes in which they can run and play easily. **Sandals and backless shoes are not permitted** for safety reasons. All students should have an extra change of clothing at school for occasional accidents (or energetic days at the water table). If the extra set of clothing is used, parents must send a fresh set the following day. **All clothing, particularly jackets, sweaters, hats, and mittens must be labeled with your child's name.**

GENERAL INFORMATION

Parents are asked to become acquainted with the child's school, staff, curriculum and activities. Talk with your child daily about experiences and lessons learned. Check with teachers about monthly themes and upcoming events. Your child bears the burden of your irresponsibility. Read to your child often and teach him/her by word and example a respect for God, for law, for the authority of the school, and for the rights and property of others.

Toilet Training

All children must be FULLY toilet trained. It is acknowledged that three-year-olds require extra encouragement while making the transition into school in the fall. The staff members are very sensitive and supportive of the children in this area. However, all children must be toilet trained before coming to school. **“Pull-ups” or training pants may not be worn at CRCS. Repeated accidents over an extended period of time may result in having to withdraw your child.**

Inclement Weather

On days that snow, ice storms or other emergencies are probable, we will announce on our after hours voice mail our website (www.crcs.org), and NBC4 news our plans regarding a delayed opening or closing. Normally our plans will be determined by 6:15 a.m. *Please note that we are operating on an independent plan that may be similar to, but not necessarily correspond with, a particular school system*

Show and Tell

Each class has a special time for “Show and Tell.” Parents receive “Show and Tell” topics in the parent letter. Children are encouraged to bring something relevant to share with classmates. “Show and Tell” is a language opportunity as well as a special time of sharing a precious toy, picture, item, experience, etc. Children are encouraged to bring other objects of interest such as nature items or other personal things of interest that enhance childrens' experiences. Please send items in a bag with the child's name written on it. **We ask that parents not send children to school with toys from home unless they are specific to “Show and Tell.”** When extra toys come to school, they stimulate disagreements between children. School staff

find themselves in the position of trying to decide who is the owner of an unlabeled object that several children claim.

Naps

The staff feels it is important for each child to have a quiet time for rest and sleep. Rest time is provided daily from 1:00 to 3:00. During nap time, your child will hear a quiet story and lullaby music before falling asleep. A staff member will remain in the room throughout the nap period. Children will leave their cots only for bathroom purposes when the teacher quietly tells the children they may get up. Parents are required to bring a slumber bag or sleeping bag to increase their child's comfort. All such items should be identified with the child's full name.

Birthday Parties

The children enjoy holiday classroom parties such as the Fall, Christmas, Valentine's Day, and Easter celebration, throughout the year. These parties are enjoyed as an entire preschool with rotating games and activities. Each party always begins with a special chapel program to acknowledge and thank the Lord for His goodness.

CRCS Preschool celebrates God's bountiful harvest at the end of October. **We do not celebrate Halloween.** However, we respect each family's right to make other choices. **We do ask that children not bring to school or wear such things as witches, ghosts, Super Heroes, Santas, leprechauns, trolls, scary or violent movie characters, mystical or magical characters, etc.**

Each child's birthday is celebrated in the classroom. Parents are welcome to bring cupcakes, ice cream, etc. on their child's birthday, if they wish. Please let the teacher know several days in advance, if possible. If a child has a summer birthday, the parent is asked to choose a day during the school year to celebrate. It is important that each child has a special day at school.

Food Policy

Children may bring breakfast food if they arrive before 8:00 a.m. After this time, it becomes difficult to monitor eating with the number of children arriving.

Breakfast is the most important meal of the day for your child. For many of us breakfast is a rushed meal. The following is a guideline you

can use to be sure your child is getting a quick, but nutritional breakfast:

YES	NO
Fruit Drinks	Donuts
Fruit	Candy Bars
Yogurt	Kool-Aid Drinks
Breakfast Bars	Soda
Bagels w/Cream Cheese	
Peanut Butter & Jelly Sandwiches	

A nutritious lunch is served each day. Unless there are food allergies, each child is asked to eat the lunch provided. The meals will rotate on a monthly basis. A copy of the lunch schedule will be provided at the beginning of the school year. Lunches will be provided for preschoolers on field trips.

Outdoor Play

The children play outdoors almost every day. Please send your child in clothes suitable for outdoor play and according to the weather. Children will go outside in the winter months unless it is very cold. If a child is required to stay indoors for medical reasons, we will ask for a note from your doctor. Otherwise, all children will go outside with the group.

Special Events

Special events (field trips or activities) will be scheduled monthly. During the winter months, you will probably see more activities. The fees for the field trips are included in your tuition; however, permission slips will be sent home for your signature allowing us permission to remove your child from school premises. Parents are encouraged to attend the field trips. Sack lunches will be provided for your preschooler on field trip days. Any adults accompanying children must provide their own lunch.

The school sponsors two special music programs for parents and friends. A Christmas program is performed during school hours and at the end of the school year there is a special “cap and gown” graduation ceremony for our four-year-olds.

Fundraisers

CRCS actively participates in the General Mills “Box-Tops for Education” Program as well as Giant Food’s “Apples for the Students”. Watch for additional information in upcoming newsletters.

