

# CALVARY ROAD CHRISTIAN SCHOOL



## Preschool Parent-Student Handbook

**2024-25**

And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.

-Colossians 3:23-24



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## 1. 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.

## 2. Admissions

### A. Family Qualifications

CRCS takes the evangelical view in its approach to its educational program. We view our role in the community as one of outreach. We have open enrollment, and do not require parents or students to subscribe to our doctrinal beliefs. However, parents must consent to having our doctrinal beliefs taught to their children. We do not require the pre-requisite of faith. As such, those who do not profess a Christian salvation experience may send their kids to our school for their education. CRCS is eager to give that education as a form of evangelism.

All applicants will be considered, however, enrollment decisions will be prioritized according to Calvary Road Baptist Church membership, siblings of current students, responses to the family and student questionnaire, and academic readiness.

### B. Age Placement

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

### C. Probation

All students are accepted on a nine week probationary period. If problems should arise within this time frame, a conference with the parents will be scheduled to determine the advisability of the student's continued enrollment. If the administration determines after nine weeks that the student or family would have greater success in a different program, the parents will be required to withdraw the child.

### D. Health Records

State law requires all new students have a medical history, physical examination, allergy information, and inoculation record signed by a physician within the previous year (Codes 22.1-270 and 22.1-271.2). Commonwealth of Virginia School Entrance Forms are available

on the Virginia Health Department Website, the school website or are available for pick up in the school office. If there is a medical reason your child cannot have some or all immunizations, a physician will need to complete and sign the medical exemption portion of the School Entrance Form. If immunizations are contrary to your religious beliefs, you must submit a notarized copy of the Religious Exemption Form from the Virginia Department of Health website, along with the Commonwealth of Virginia Entrance Form.

## E. Procedures for Admission

### 1. Campus Tour

Prospective parents are encouraged to attend an Open House or schedule a private tour.

### 2. Application Requirements

- a. Complete a New Student Application online, including the Family and Student Questionnaire and Parental Statement of Cooperation. All forms must be completed in their entirety.
  - a. Application is reviewed by Administration for completeness and suitability
- b. Provide academic Records (see below)
- c. Provide school with original birth certificate for validation
- d. Provide completed Commonwealth of Virginia School Entrance Health Form by August 1<sup>st</sup>. (See above)
- e. Academic Records

It is the responsibility of parents to provide a transcript of grades, testing, and other official records from the previous two school years. This includes copies of any special diagnostic testing for learning problems, attention deficit, hyperactivity, or other special needs. If the previous school requires written notification, CRCS has a "Release of Records" form available on the school website.

### f. Health Records

1. State law requires all new students have a medical history, physical examination, allergy information, and inoculation record signed by a physician within the previous year (Codes 22.1-270 and 22.1-271.2). Commonwealth of Virginia School Entrance Forms are available on the Virginia Health Department Website, the school website or are available for pick up in the school office. If there is a medical reason your child cannot have some or all immunizations, a physician will need to complete and sign the medical exemption portion of the School Entrance Form. If

immunizations are contrary to your religious beliefs, you must submit a notarized copy of the Religious Exemption Form from the Virginia Department of Health website, along with the Commonwealth of Virginia Entrance Form.

2. In cases where complete records are not provided, enrollment will be delayed. Records must be submitted no later than August 1<sup>st</sup> for students entering at the beginning of the year.
3. For all students who have resided in a foreign country within the last five years for a consecutive period of five or more months, a tuberculin skin test (TST) and a negative symptom screen completed within 90 calendar days prior to starting school is required.
4. Admissions Testing

The school will notify parents of the receipt of your application and contact you to schedule entrance testing for students entering grades kindergarten through sixth. At the time of testing, there is a \$50.00 testing fee.

#### 5. Admissions Decision

Once an applicant's file is completed, the following steps are taken:

- It is reviewed by the Administration
- Should it be determined that non-acceptance or conditional acceptance is warranted, the Administrator will communicate this to the family
  - In the case of conditional acceptance, the Administrator will outline the conditions and indicate that a letter will be provided requiring the parent's signature agreeing to the conditions
- Should it be determined that the student will be accepted without conditions, the Admissions Coordinator will communicate acceptance to the family
- An interview with the Administrator will be scheduled by the Admissions Coordinator to review the school's program, policies, and to address any questions by the family

#### 6. Registration Payment

Parents deciding to enroll their students will submit the registration fee to reserve their seat in the respective class. The business office will contact the family to set up the tuition account. Registration fees are non-refundable and secure your child's place in our program.

### F. Quick list of paperwork to submit for enrollment:

- Application
- Family and Student Questionnaire



- Parental Statement of Cooperation

The following **additional** items must be submitted before a student can attend:

- Virginia School Entrance Health Form
- Original birth certificate
- Court orders for custody (if divorced, separated or single)

### 3. 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 8:30am. We ask that parents honor the beginning of the day by bringing their child to school no later than 8:15am so that the child can be ready to start the day with classmates. A child is considered tardy after 8:30am. Children who are consistently tardy not only miss important learning time, but also disrupt the teacher and class which is already in session.

### 4. Arrival & Release

#### A. Morning Arrival

Parents are required to bring their children into the building. You should then escort your 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 their departure. 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.

#### B. 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 be prepared to present a picture identification card. Any changes in authorization must be made through SchoolSpeak as we are unable to accept verbal permission over the phone. When an authorized adult takes the child from school premises, please be sure the child is signed 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.

## 5. Communication from CRCS

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

Your preschooler's teacher will provide a weekly parent letter online, using the SchoolSpeak portal, which details information specific to your child's classroom. It will include Bible highlights, topics for show and share, phonics and other classroom activities. It is very important that parents read this weekly newsletter EACH week for information about daily activities and important events.

The school office also publishes a weekly online newsletter via SchoolSpeak which provides information pertaining to the entire school.

## 6. Communication with Faculty and Staff

CRCS faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. If you have a quick question about schoolwork or class procedures, send an email to the teacher or jot a note and have your child deliver it. The teacher will respond to a note, phone call or email.
2. If you desire a phone conversation, email the individual or call the school office. We will attempt to return emails and calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher.
3. If you think a conference in person would be best, please make your request via email or a phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop in" conferences before or after school are discouraged. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
4. As a courtesy to our teachers, please do not call teachers after school hours or text them except in a genuine emergency.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then the administration if needed. We want to resolve all problems using the biblical principles outlined in Matthew 18:15-17.

## 7. Classroom Management

At CRCS, we strive for excellence and our students will be rewarded for excellent behavior. Each teacher will develop a reward system that meets the needs of their classroom. Rewards are in the form of non-edible objects, such as prize box and stickers.

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.

Children are given several warnings before the misbehavior is officially recorded. The nature of preschoolers will cause them to test the boundaries of the classroom. Once the child knows the expectations and consequences, he or she is free to grow academically and spiritually. The teacher will alert parents to any behavior issues as necessary.

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 row full of stickers at the bottom. Students will receive the following marks based on misbehavior;

1<sup>st</sup> Instance: Warning/Behavior chart is marked with a dot

2<sup>nd</sup> Instance: Time Out 1 (one minute) and / on chart

3<sup>rd</sup> Instance: Time Out 2 (minutes per age of the child) and X on chart)

4<sup>th</sup> Instance: Sent to Preschool Coordinator for reinforcement of expectations

5<sup>th</sup> Instance: Phone call home to schedule a conference

If the misbehavior continues, the child will sit in time-out for one minute. This one minute is usually a cool down or separation from the situation and is indicated on the chart with (/) and an explanation on the back. If the behavior continues, the student will sit in a time out for one minute per year of age (Four-year old would sit for four 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 the activities.

If a child is not responding to the classroom time-out, he/she may be brought to the Preschool Coordinator for the next level of time-out and a chat with the Coordinator. 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 Coordinator 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 Coordinator 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 management 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.

Physical aggression such as 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.

## 8. Core Values

**Love for God:**

Motivates us to do everything for the glory of God.

**Stand on God's Truth:**

Committed to following and teaching the absolute truth of the Bible.

**Passion for Excellence:**

An ongoing commitment to learn, grow, and strive for excellence in all things.

**Service To Others:**

Intentionally love others as Jesus did.

**Respect:**

Value and treat all people with dignity because they are made in God's image.

**Integrity:**

Build open and honest communication within our community.

**Safety:**

Provide a safe and secure environment that encourages people to grow into the image of Christ.

## 9. Curriculum

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

## 10. Dress Code

Children should come to school in comfortable clothes, shoes, and socks that can withstand paint, sand, dirt, etc. Clothes should be easy for the child to manipulate when using the bathroom. For example, an outfit that buttons up the back is not practical. Children need to wear sneakers or closed-toe shoes (with socks) in which they can run and play easily. **Sandals and backless shoes are not permitted** for safety reasons. Socks are to be worn daily. 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. Girls must wear shorts under their skirts/dresses.

**All clothing, particularly jackets, sweaters, hats, and mittens must be labeled with your child's name.**

### A. Hair Policy for Boys

- Boy's hair should be clean, combed, and neatly trimmed.
- Hair must not be over the ear or collar and sideburns must not extend below the bottom of the ear.
- Bangs must be no longer than the tops of the eyebrows.
- Students will refrain from hairstyles and colors that are distracting or draw undue attention. Mohawks, fauxhawks and unnatural hair colors are not permitted.
- Logos are not permitted to be shaved into the hair.
- The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

### B. Jewelry Policy for Boys

- Boys may not wear earrings.
- Necklaces must be worn under clothing and must not constitute a safety hazard or create noise.

### C. Hair Policy for Girls

- Students are expected to have clean and neatly groomed hair.
- Students will refrain from hairstyles that are distracting or draw undue attention. Unnatural hair colors are not permitted.
- The administration is the final authority as it pertains to the interpretation of acceptable hairstyles.

#### D. Jewelry Policy for Girls

- Girls may wear jewelry such as rings, bracelets, necklaces, or earrings provided they do not constitute a safety hazard or create noise.
- Necklaces must be worn under clothing.

No clothing or hair style that identifies with groups or individuals which the administration feels is not appropriate to a Christian school will be permitted. The administration is the final authority in the interpretation of this dress code.

### 10. Evacuation Procedures

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

#### A. 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 tables.
3. Form a single-file line while assigned student opens door; then quietly leave for assigned area (see room chart). Designated 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 meeting area.
6. Wait quietly for signal to re-enter the school.

#### B. Tornado Drills

In the event that a tornado warning is issued by the National Weather Service, 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 will move to the hallways and sit in the tornado defense position against the wall. The tornado defense position includes students sitting on their knees in a tucked position facing the wall. All doors will be closed.
3. Students in the Student Center will move to the hallway. If additional space is needed, students may also sit in the bathrooms and office. All doors should be closed.

If time permits, students in the sanctuary should go to the hallway on the classroom level. If the tornado is imminent, students will move to the choir loft and get in the tornado defense position against the wall. If additional space is needed students should sit on the platform and in the right baptismal (men's) room. Students in the gymnasium should move away from windows and get against the wall in the tornado defense position.

### C. 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. 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.

### D. Evacuation of Property

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, Franconia Community Church or Franconia Elementary. Buses will load by the parking lot next to Charles Arrington Drive.
3. The Evacuation Coordinator will give directions to the staff and students, letting them know where to go, etc. He/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 email.

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

## 11. Field Trips

Field trips are a part of the educational experience at CRCS. As such, students who do not attend field trips will be counted as absent for the day and may not come to school.

### A. Becoming a Volunteer Field Trip Chaperone

The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that CRCS field trips result in safe and rewarding experiences for all participants.

CRCS policy requires that all volunteers have a volunteer application form on file with the school's office and have a background check completed before becoming a chaperone. CRCS also requires that a field trip chaperone be at least 21 years of age.

### B. Guidelines for All Chaperones

1. All chaperones must be at least 21 years of age.
2. Please leave other children in your care at home. The students assigned to your group will need your full attention during the entire field trip.
3. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
4. Teachers reserve the right to assign and/or reassign students to groups.
5. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.



6. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
7. Be on time for designated meeting places and departure.
8. As a volunteer chaperone you:
  - a. May not use, sell, provide, possess or be under the influence of drugs or alcohol. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
  - b. May not smoke or use tobacco or controlled substances including electronic cigarettes, or look-a-likes in any form
  - c. May not possess articles that can be used as weapons
  - d. May not administer medications to students
9. Keep your assigned group of students with you throughout the field trip, including time on the bus. Never allow individuals to leave the group, except in emergencies and then only with a partner.
10. While you have the authority to enforce the rules and appropriate behavior, the responsibilities for assigning consequences rest with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
11. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
12. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
13. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
14. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
15. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information.
16. Do not post photos of students on your personal social media.
17. Only parents who agree to these conditions will be allowed to attend the trip with the class. Parents are not allowed to just "show up", they must be pre-authorized to attend at all. There are multiple reasons for this rule:
  - a. Parents could just show up in order to avoid background checks.
  - b. Parents who do not have approved custody that day of the week could show up
  - c. Parents who do not wish to chaperone but want to be present can be a distraction to their child and can cause very awkward encounters for the group leaders and teacher since they did not agree to support the structure of the trip

## 12. Financial Policies

This section provides the details for families registering and enrolling their students into CRCS.

- REGISTRATION: \$460, nonrefundable; applicable to all grades
  - RETURNING FAMILIES: payable through SchoolSpeak in one or two payments
  - NEW FAMILIES: payable via check or PayPal
- PRESCHOOL TUITION: Includes lunch, snack, and field trip fees

Tuition is based on an annual rate payable in 10 monthly installments. All tuition and extended care payments are direct-debited on a default schedule of a 10 monthly payment (5th of month) or a 20 semi-monthly payment (5th and 20th of month) schedule from a designated bank account or credit card. When paying by credit card, an additional fee, calculated by the credit card company, will apply. The standard tuition payment cycle commences in August and ends in May. If a student is enrolled after the start of the school year, a prorated payment schedule will be applied for the remaining of the school year.

- When a family submits their registration fee a student, 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.
- If the first tuition payment which is due on August 5th is not received, CRCS reserves the right to cancel the child's enrollment and enroll the next available applicant in his/her place.
- The August 5th tuition payment is non-refundable if the student is withdrawn from school after August 1st.
- If a child needs to be withdrawn prior to the end of the school year, parents must submit written notice of the withdrawal through the submission of a withdrawal form available through the school office. Once the withdrawal form is submitted, the business office will calculate any remaining payments based on the withdrawal date. Failure to provide written submission of withdrawal will result in additional tuition costs.
- If students are absent for purposes of vacation or other reasons during the school year, tuition is still due and payable during the time the child is absent.
- If a child is absent for an extended period of time (over three days), parents will notify the school to make them aware of the extended absence.
- If a parent takes their child out temporarily and does not notify the school and the school cannot contact the parent, or the bill is no longer current (whichever occurs first), the school reserves the right to withdraw the child after he/she has been absent for one (1) week and register another child in his/her place.
- If a parent arrives late to pick up a child from afternoon extended care which closes at 6:00 p.m., the parent agrees to pay a late fee as outlined below. If a parent exceeds 5 times in late pickups, parents will be required to discontinue extended care service and agree to pick up their child at 3:15 each day.
- 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 through fifth late occurrences during the school year will result in a fee of \$1.50 per minute.
- The sixth occurrence will result in a fee of \$1.50 per minute plus dismissal from the extended care program.
- Tuition, extended care fees, and other school fees will be direct-debited from a designated bank account or credit card per school policy; otherwise payment will be made in full for annual tuition, extended care, and other school fees in full.
- The school reserves the right to cancel a child's enrollment and enroll another child in his/her place if the first tuition payment is not received on time.
- The school reserves the right to suspend a child's attendance at school if the family's tuition account becomes more than 30 days delinquent.

Through enrolling in the CRCS program, parents acknowledge and understand the financial policies as outlined above. CRCS reserves the right to interview all students and parents before acceptance. All students are admitted on a nine week probationary period. The omission of any information from the application paperwork or falsifying of documents jeopardizes a child's acceptance and/or continued enrollment.

## 13. First Aid and Health Services

### A. Accidents and First Aid

The office staff and school personnel will care for injured students. The office staff and school personnel have up to date first aid and CPR training. In addition, designated teachers and office staff have Medication Administration Training (MAT) certification as well as Diabetes Administration Training. Teachers are provided first aid kits equipped with basic supplies to assist students with cleansing of small cuts and abrasions. If your child receives an injury during the school day, an Accident Report Form will be sent home.

### B. Allergies

Children with food allergies/restrictions 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 which will remain in school. Procedures listed above must be followed for the administration of this medication.

If a child's allergies are severe enough to warrant use of an auto injector such as an Epi-pen, the parents must provide one to the school along with a completed Medical Authorization form. The medication must remain in school and will be sent home at the end of the school year. EMS will be contacted if/when use of such a medication is used. See "Dispensing of Medication".

### C. Emergency Contacts

Every year at the beginning of school, parents will need to fill out the Emergency Contact Information on School Speak. In an emergency, every attempt will be made to reach the parent. However, in the event that the parent cannot be reached, the contact person listed on the Emergency Contact portion of SchoolSpeak will be called.

#### D. Dispensing of Medicine

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 the child's backpack.

#### E. 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 school's insurance program is 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.

#### F. 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.

#### G. Public Liability Insurance

Calvary Road Christian Preschool is covered by public liability insurance.

### 14. Health Policy

Each child must have on file at the time of enrollment a medical form (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 diseases. In order to protect the student body, we require that any student with one of the following illnesses/conditions listed be taken home and remain there until he/she has fully recovered.

#### A. Fever

Body temperature above 100°. We will call parents if a child has a fever of 100° or more. **Students should be free from fever (without taking anti-fever medications,) vomiting or diarrhea for a minimum of 24 hours before returning to school.**

#### B. Conjunctivitis (Pink Eye):

Inflammation of the mucous membrane lining of the eyelids and covering the front of the eyeball. The child should be seen by a doctor and be **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.

#### C. 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 of treatment before returning to school. This will allow your child time to recuperate and prevent further complications.

#### D. 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.**

#### E. Impetigo (Head, Foot, Mouth Disease)

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.

#### F. 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.

#### G. Head Lice

Any of various small, wingless parasitic insects that suck blood and inhabit the hair. When a child is suspected to have an active head lice infestation at school, parents are notified and provided with information about treatment. Students will be sent home at the end of the day and may return to school after they have received appropriate treatment at home. Please know that we share your concern about head lice. If you detect head lice in your child, please let the school know. CRCS will send notification letters home to parents and guardians only when there is an unusual clustering of head lice cases, while still seeking to protect the privacy of individual students.

#### H. Vomiting

Parents will be called to come for their child if he/she vomits during the school day. The child may not return to school until free of vomiting for 24 hours. Please do not send your child to school if he/she has vomited that morning prior to arrival at school.

#### I. Diarrhea

Parents will be called to come for their child if he/she is experiencing diarrhea during the school day. **The child may not return to school until free from diarrhea for 24 hours.** Please do not send your child to school if he/she has experienced loose bowels that morning prior to arrival at school.

#### J. Ring Worm

Area must be covered at all times while at school.

#### K. 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.

## 15. Hours of Operation

Preschool is open from 6:45am to 6:00pm Monday through Friday. Check the annual school calendar for specific pre-planned closures including the following holidays:

Labor Day  
Columbus Day  
Thanksgiving Holiday (Closed entire week, Monday—Friday)  
Christmas Holiday (Dates will vary)  
Martin Luther King, Jr. Day  
President’s Day  
Easter Vacation (Dates will vary)  
Memorial Day

## 16. Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow, or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. **Calvary Road Christian School operates on an independent plan that may be similar to, but does not necessarily correspond with a particular school system.**

When there is inclement weather in the Washington Metropolitan area, we are asking you to use the following means to confirm the CRCS decision:

1. First, check the CRCS website. Go to [www.crcs.org](http://www.crcs.org). This is the first place where delays, cancellations and other emergency announcements will be posted.
2. Check your email, the school voicemail, NBC4 and Facebook for emergency notifications from CRCS.

## 17. 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 at CRCS must re-enroll during the protected period. 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.

## 18. 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.

## 19. Lost and Found

Lost items will be taken to the physical education office. Items not claimed within two weeks will be disposed of at the school's discretion. Please mark all items of clothing and belongings with

initials or names for easy identification. We want to help you cut down on the expense of replacing costly items through the lost and found, but can only do so if you will identify by name your child's personal items.

## 20. Meals

### A. Breakfast Food Policy

Children may bring breakfast food if they finish by 8:00am. After this time, it becomes difficult to monitor eating with the number of children arriving. CRCS Preschool is a **PEANUT FREE ZONE**.

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 nutritious breakfast:

<u>YES</u>	<u>NO</u>
✓ Fruit Juices	✗ Donuts
✓ Fruit	✗ Candy Bars
✓ Yogurt	✗ Kool-Aid type Drinks
✓ Breakfast Bars	✗ Soda
✓ Bagels w/Cream Cheese	✗ Peanut Products

### B. Lunch

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 and a copy of the lunch schedule will be provided at the beginning of the school year. Lunches will also be provided for preschoolers on field trips.

## 21. Mission and Vision

### A. Mission

Calvary Road Christian School exists to provide a distinctly Christian education that leads students to a lifetime commitment to Jesus Christ, the development of Christian character, excellence in academics and service to others.

### B. Vision

Calvary Road Christian School seeks to lead students to faith in Jesus Christ and to develop scholars whose Christian worldview impacts the world for Christ.



## 22. Naps

CRCS feels it is important for each child to have a quiet time for rest and sleep. Rest time is provided daily from 1:00pm to 3:00pm. During nap time, your child will hear a quiet story and peaceful 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 sleeping bag to increase their child's comfort. All such items should be identified with the child's full name.

## 23. Non-Discriminatory Policy

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, or handicap in the administration of its education, admissions, scholarships, athletics or other school-administered programs.

## 24. Office Hours

8:00am to 4:00pm Monday – Friday

## 25. 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.

## 26. Parental Cooperation Statement

Calvary Road Christian School admits students of any race, color, national or ethnic origin to all 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, national, or ethnic origin in the administration of its education, admissions, scholarships, athletics, or other school administered programs.

I understand the policies of the school administration and I agree to abide by the school rules and regulations. CRCS reserves the right to interview all students and parents before acceptance. I understand all students are admitted on a nine week probationary period. I understand that by omitting any information from the application paperwork or falsifying of documents, I am jeopardizing my child's acceptance and/or continued enrollment.

I give my permission for Calvary Road Christian School to contact my child's current and former schools to obtain verbal and/or written appraisals of my child's previous educational and behavioral

progress. I understand that this information will be used solely for the purpose of determining my child's acceptance and/or placement at CRCS.

Calvary Road Christian School agrees to notify you, the parent/guardian, whenever the student becomes ill, and the parent/guardian agrees to pick the student up as soon as possible. I, as the legal parent/guardian authorizes CRCS to obtain immediate medical care at my expense if a medical emergency occurs.

I understand that, upon enrollment, a spot is reserved for my child for the entire year and I agree to pay full tuition if my child remains in school for the entire year. I understand that credit will not be given for missed days of school due to student illness or inclement weather (snow days). I understand that if I temporarily take my child out of school for purposes of vacation or other reasons during the school year that tuition is still due and payable during the time my child is out. If my child is out for an extended period of time (over three days) I agree to notify the school. I understand that if I take my child out temporarily and do not notify the school and the school cannot get in contact with me or my bill is no longer current (whichever occurs first), the school reserves the right to withdraw my child after he/she has been absent for one (1) week and register another child in his/her place.

I agree to have my child's tuition, extended care, and other school fees direct-debited from a designated bank account per school policy or I will pay the annual tuition, extended care, and other school fees in full.

I understand that if my first tuition payment is not received by August 5, the school reserves the right to cancel my child's enrollment and enroll another child in his/her place. The first tuition payment is non-refundable if I withdraw my child after August 1.

I understand that if my child is in extended care, the hours are from 6:45 a.m. to 8:00 a.m. and from 3:15 p.m. to 6:00 p.m. If I should arrive late in picking up my child, I agree to pay a late fee as outlined below. I understand that I will be required to discontinue extended care service and agree to pick up my child at 3:15 each day after I have been late five (5) times.

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 through fifth late occurrences during the school year will result in a fee of \$1.50 per minute.
- \* The sixth occurrence will result in a fee of \$1.50 per minute plus dismissal from the extended care program.

I accept the challenge to "train up a child in the way he should go" in my home. In so doing I also recognize Calvary Road Christian School (CRCS) to be an extension of the home for purposes of instruction, discipline, and character building.

I do hereby state that having made a thorough investigation of the philosophy, curriculum, statement of faith, equipment, methods, discipline, and policies of the school, I pledge to make enrollment at CRCS my purposeful choice for the coming year. I understand that my child will be taught according to the "Statement of Faith of Calvary Road Christian School" as provided via this application.

I sincerely pledge my loyal support to the school through praying for the faculty, administration, and programs; giving as I am able; and consistently supporting school activities and events, as I am able. Following the Biblical principle for Matthew 18, I agree to share complaints, questions, and criticisms with only the teacher, administration, or person involved and not with my child or other people.

I understand that if at any time the school determines, in its sole discretion, that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of my child(ren).

I hereby invest authority in the school to discipline my child as necessary in accordance with the CRCS discipline policy as stated in the Parent-Student Handbook. CRCS reserves the right to temporarily or permanently dismiss any student who does not cooperate with the educational process and policies of the school. If a student is dismissed for any reason, the tuition is still due up to the date of dismissal. I give permission for our son/daughter to take part in all school activities including sports and school sponsored trips away from the school's premises (including transportation whether by auto, bus, or metro). I absolve the school from liability for my child because of any injury at school or during any school activity not due to negligence. In case of accident or serious illness, I request the school to contact me. If immediate medical care is needed or the school is unable to reach a parent or guardian, I authorize the school to obtain immediate medical care for my child.

I grant permission for CRCS staff and designated contractors or volunteers to photograph/video my son/daughter for possible use in school projects and promotional materials. In addition, I grant CRCS, its employees, agents, successors, licensees, and assigns the irrevocable right and license to use the likeness of my son or daughter on photographs; to crop such photographs at their discretion; to incorporate such photographs into designated school projects and promotional materials at their discretion; and to use such photographs or any portion thereof in any manner connected with the above items. I understand that my child's name will not appear in connection with any and all photographs or videos containing his/her likeness that may be used in the above project.

I have read and understand the "Financial Policies and Fees". I agree to pay my child's tuition according to the schedule of payments. - I understand that CRCS reserves the right to temporarily suspend students whose accounts are over thirty (30) days delinquent. If our account becomes delinquent more than once in a school year, I understand the account will have to be paid in full for the remainder of the school year. If I need to withdraw my child prior to the end of the school year, we must submit written notice of the withdrawal through the submission of a withdrawal form available through the school office. Once the withdrawal form is submitted, the business office will calculate any remaining payments based on the withdrawal date. I understand that failure to provide written notice of withdrawal will result in additional tuition costs as discussed in the "Financial Policies and Fees".

I pledge, as parent/guardian, my sincere support of the above stated standards and policies.

## 27. Parent Involvement

Parental involvement at CRCS is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved in various opportunities within the

classroom and in support activities.

## 28. Parties

### A. Classroom 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, Santas, leprechauns, trolls, scary or violent movie characters, mystical or magical characters, etc.**

### B. Birthdays

In school birthday parties are not allowed as they may take an extensive amount of time. We encourage parents to provide a treat (snack or snack and drink) on their child's birthday to be enjoyed by all in the class. Parents may bring treats and/or drinks, for a child's birthday and parents are permitted to stay while the children eat. All snacks and or drinks must be store bought and have a clear ingredient label.

Parents are not to bring in class goodie bags for any holiday, including birthdays.

### C. Private Parties and Sleepovers

Teachers and students are permitted to hand out invitations to parties during school hours (6:45am – 6:00pm) only if the invitations include all students in the class or all students of the same sex as the child. When one or more students are left out, it causes division and hurt in the class. Please be aware of the impact your actions have on the school environment. Parents who do not wish to follow this procedure will need to hand out invitations before or after school hours.

Also we request if invitations are handed out to school students during school time that the party not be take place during church worship service times. Teachers are not permitted to hand out invitations for parties meeting at these times.

### D. Social Parties

Throughout the year, various parties and get-togethers either during school or after school hours are planned. CRCS does not promote and is not responsible for any private parties or

functions planned by students. Any school sanctioned party or get-together must have chaperones from the school. Parents, if you have any question regarding any function alleged to be under the auspices of the school, please call the school office for verification. For evening activities, you will receive notification of school sanctioned activities via a parent letter or a note from the teacher.

## 29. Potty 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.**

Toilet training included bladder and bowel control, the ability to wipe independently and the ability to manipulate clothing independently.

## 30. Problem Solving

### A. Matthew 18 Principle

The goal of the following policy is to communicate effectively when problems arise and to handle complaints directly with the persons involved at the lowest organizational level possible in a prompt, fair and courteous manner. This is not for the purpose of avoiding or delaying communication but to keep the lines of communication open according to the biblical principles found in Matthew 18:15-16. Some concerns may not be considered an issue of sin as Matthew 18 describes. There may be personal or professional matters of concern you have regarding an individual in the school. Even in these cases the principle of direct communication with the individual involved is still important.

### B. Unity of the Spirit

Every school is characterized by a multitude of interpersonal relationships. If any line of communication is cut off within these relationships, the work of the school is hindered. This happens in many schools, both Christian and secular. In these cases people are offended because of the gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God or to impress our students with his love and power at work among us. We should be reminded of Ephesians 4:2-3, that we be “completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.

### C. Direct and Discreet

In this spirit all members of the CRCS community, whether students, parents, teachers, or administrators, are expected to handle their complaints directly and discreetly with the person involved. Each of us is to meet privately with the one who is part of the problem, and we are not to take the problem elsewhere. If a solution cannot be reached at this one-on-one level, then the next level up is the CRCS organizational structure may be involved.

#### D. Building Trust

In all these cases care must be taken not to bypass the one-on-one stage. Most problems can be handled at this level without bringing anyone else into the discussion. Fear of confrontation or fear of hurting feels are not acceptable reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly and lovingly to the one who is most directly involved in the problem.

#### E. Problems between Parents and School Staff

A parent who has a complaint about a teacher should meet privately with the teacher to find a solution. If a solution cannot be reached the parent will ask the Administrator to meet with them. A parent or teacher with a complaint about the administrator must first make the complaint known to the administrator privately. Together they should seek a solution. Only if a solution cannot be reached at this level should they refer the problem to the next level. As a last course of action, the matter will be referred to the school board and finally to the Executive Pastor of CRBC.

#### F. Three Options

It is essential that we approach these situations in a spirit of genuine love, having first examined and corrected our own attitudes and actions. The purpose of going to our brother in this way is to restore, not accuse. Only if we are unable to restore our brother will we share the problem with others higher up in the organizational structure. In light of this policy there are essentially three options available to use when we have a complaint:

1. Decide that though the matter may be resolvable it is not serious enough to confront; therefore it is dropped and not discussed with anyone.
2. Discuss the matter directly, carrying it up through the organization until resolution is achieved.
3. Determine that the problem is irresolvable but too serious to ignore; therefore we part company rather than remain in conflict.

#### G. Seeking Counsel

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective. However, great caution must be exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person, and may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander, we will make every effort to keep the name of the offender out of the discussion. It takes great discipline and integrity to be conscientious in the matter of seeking counsel.

#### H. Reconciliation is the Goal

From time to time we will find it necessary to encourage someone who has a complaint to go to the person who has offended them. In such cases we should always attempt to call them back as soon as possible to make certain that they are satisfied with the results. If they are not, then we offer to go as a witness and carry the matter up through the organization. In this way we make certain that the difficulty has been taken care of. Remember that the goal of this is reconciliation for the unity of all believers. A true mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

### 31. 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. 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.

### 32. Security

School entrances are locked at all times. Please use your parent code to enter the preschool wing. (Door #8) or the main school entrance in the back of the building. (Door #3) If you need entry to the school building during the hours of 8:00am -4:00pm without a parent code, please ring the bell at the main school entrance. (Door #3) Please do not share your code with anyone who does not pick up your child, including your child. Children should not know nor use the code. Their discretion concerning security would not be as firm as we desire.

### 34. Show and Share

Each class has a special time for "Show and Share." Parents receive "Show and Share" 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 children’s’ 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 Share.”** When extra toys come to school, they stimulate disagreements between children. School staff may find themselves in the position of trying to decide who is the owner of an unlabeled object that several children claim.

## 35. Special Events

### A. Field Trips and Activities

Field Trips will be scheduled periodically throughout the year to support the curriculum. 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 for field trips that are scheduled during lunch time. Any adults accompanying children must provide their own lunch and possibly their own transportation.

### B. Music Programs

The school sponsors several 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.

## 36. Staff

The staff is made up of dedicated Christians who love the Lord and have a genuine love for children. All of our four year old teachers have degrees in Education or the Child Development Field. 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 a Bible believing church.

## 37. Solicitation

No one (including students) is permitted to sell any items for private interests to other students or staff members. We also do not permit anyone to put up advertisements promoting a private business.



## 38. Volunteer Background Check

For parents to serve as a volunteer at school events involving contact with children, a background check must be conducted before a parent may serve in this capacity. This background check is conducted under the oversight of the school using an independent service. The process is as follows:

- The school provides a consent form to any parent who desires to serve as a volunteer
- The parent completes the form and return it to the school
- The form is then submitted to the background check service for processing
- The background check takes approximately 3-5 days
- The results are sent back to the school and maintained on file
- A notice of payment will then be sent to the parent for the cost of the check
- Once payment is received, the parent is then qualified to serve as a volunteer

The parent is responsible for the cost of the background check which can range between \$16 and \$55. This range is predicated on the number of counties that need to be contacted. This background check is valid for 3 years.

## 39. Withdrawing a Student

All withdrawals must be handled through the school office by the parents. Both parents, having legal custody, must sign the forms in order to withdraw their child. It is understood that all students enrolling in CRCS do so with the intention of remaining for the entire year. If a premature withdrawal is necessitated by unforeseen circumstances, such as a job transfer, arrangements may be made in the school office by the parents. In the event of early withdrawals, parents must notify us by filling out a school withdrawal form at least one month in advance. Failure to follow this policy will result in a financial penalty. Fees such as registration fees, book fees, or elective fees **are not refundable**.