

Community Covenant Church Preschool And Parents Day Out Parent Handbook



Community Covenant Church PS & PDO
A ministry of Community Covenant Church
15700 W. 87th St. Pkwy
Lenexa, Ks 66219
913-888-0466

*Welcome to Community Covenant Church Preschool and Parents Day Out!
We are delighted you have chosen our school for your child.*

Mission Statement: To create a warm, nurturing and fun environment where children can discover, live and share the love of Jesus while providing a quality education that prepares them for the next level of learning.

Vision Statement: To become a leader in Early Childhood Education by providing a quality, well-rounded, developmentally based program that nurtures the whole child encouraging intellectual, spiritual, emotional, physical and social growth.

Philosophy: Community Covenant Church Preschool and Parents Day Out (CCC PS and PDO) sees each child as a unique individual, created by God. Our early childhood program is an extension of the family providing education, nurture and support toward the development of the whole child. Our curriculum is supportive of each child's spiritual, physical, social, emotional and cognitive growth. We encourage children to become successful lifelong learners through a variety of developmentally appropriate experiences emphasizing creativity, science, literature, math, social skills, music and movement.

The teaching staff creates a warm, positive, nurturing and fun environment where each child grows in confidence knowing that she/he is safe and loved. Our classes are designed to provide children with opportunities to discover their own interests and make friends. Our play based, age appropriate, hands on learning environment prepares each child for their next level of learning.

We believe that God loves and cares for each child. We provide a spiritual emphasis that is woven daily into the fabric of our program through prayers, Bible stories, songs and chapel time.

Values:

- Positive self-esteem
- Social and emotional growth
- Inclusivity
- Active Learning
- Christian environment
- School readiness

Community Covenant Church Preschool and Parents Day Out (CCC PS and PDO) is dedicated to assist in your child's learning and development in a warm, loving and positive Christian environment. We are glad you're a part of our family. This handbook is designed to be a handy reference for you to use throughout the year. If you have further questions, please contact the Director at (913)888-0466.

Curriculum

Learning should be fun! A curriculum is a plan for learning and we view our curriculum as a tool through which the exciting lifetime process of learning and development is launched for each child. Our curriculum promotes a child's growth in a number of different ways:

- ❖ Emphasize and build-up strengths
- ❖ Encourage a child's natural creativity
- ❖ Build self-esteem
- ❖ Instill moral standards
- ❖ Enhance general development in math, language, science, literature, music
- ❖ Encourage social/emotional growth
- ❖ Provide opportunities for large motor and fine motor development

We believe children develop at their own pace and within any program a wide variety of maturation levels exist. Therefore, our program individualizes our instruction and respects each child's self-worth and abilities.

We believe that children learn best through play and that learning experiences should be concrete and geared towards the learning interest and needs of the individual child. Our classrooms are organized into learning centers where children can practice skills, pursue topics of special interest and proceed at their developmental level. In addition, children learn sharing, cooperation and other social skills while intermingling within the centers. Through these learning centers we provide a wide variety of experiences and materials to offer children ample opportunities for growth in each area of development.

Your enthusiasm for your child's ever-expanding knowledge and personal efforts at school will fuel his or her love for learning! Remember that drawings, paintings and stories that your child creates are extensions of the exploring and discovering she/he is doing every day. Share your excitement with your child!

We are honored that you have chosen CCC PS and PDO to provide your child a quality early childhood program in a loving Christian environment. Your child will learn, grow and develop in many ways at our school and we are blessed you have chosen our program to be a part of their developmental years.

Discipline

Our goal is to promote a positive self-image and confidence and to teach children the skills they need to develop self-control and problem solving. We believe this best occurs in an environment offering reasonable guidelines and boundaries that provides specific and consistent rules, both for their safety and for their social development. We believe discipline is the process of lovingly guiding children to making positive choices. *Discipline that is humiliating, frightening, or physically harmful is not allowed in our program. Corporal punishment will never be used.*

It is also the belief of the staff that most behavior issues can be avoided if children are engaged in age appropriate activities. However, if a child becomes overwhelmed with a situation, a staff member will gently take the child aside and help him/her gain control. At this time, the staff member will talk to the child about alternative ways to handle the situation. If the same situation continues to occur or the behavior infringes upon the rights of others to learn in a safe and nurturing environment, the parents will be notified so that we can work together to resolve the situation and help the child be successful. Parents are encouraged to schedule a time to meet with both the teacher and director if there is ever a concern about behavior or any issue.

Discipline Procedure for PDO

Discipline for this age group consists of:

- distraction: introduce a new item to change the scene or focus attention in a positive direction
- redirection: refocus attention and energy in a positive and different direction
- positive reinforcement: rewarding appropriate behavior with praise and encouragement

Discipline Procedure for PS

Discipline for this age group consists of:

- redirection: refocus attention and energy to another activity or encourage to try again at another time.
- Natural or Logical consequences: automatic outcomes that happen as a direct result of the child's choice (in appropriate circumstances)
- Conflict resolution: Encouraging children to think about positive choices to resolve conflict
- Cooling Down time: allow the child to move to a "safe place" to observe the classroom activity until the child has had time to calm and reflect.
Encourage the child to rejoin the group when he/she is ready

Experiences at home can affect a child's behavior at school. Please communicate with your child's teacher if changes in routine or unusual events or circumstances are present at home. Such discussions are very helpful to teachers.

Staff

We believe it is critical to have dedicated, experienced, well-trained teachers that love and enjoy working with young children. Our teachers are carefully screened and selected for their experience, training and personal commitment to the needs of children. They are skilled in assessing each child's needs and are resourceful in providing stimulating experiences to enhance a child's overall being.

Each teacher has completed Certified Pediatric First Aid and CPR, Recognizing Child Abuse & Neglect including Abusive Head Trauma, The Signs and Symptoms of Illness, and Basic Child Development. All Teachers participate in a program of continuing education in order to remain alert to the ever-changing needs of today's families and to the findings of current research.

We require staff members to have a thorough criminal background check, in addition to a background check provided by the Kansas Bureau of Investigation.

Parent Communication

Communication between staff and parents is very important to us. Our belief is you, as parents are the most important adults in your child's life and have valuable information to share with us. Our goal is to keep the lines of communication open. Please feel free to consult with the lead teacher regarding your child's development or school activities. We will always maintain confidentiality and respect privacy. Our staff also wants to keep you informed about our school, activities and upcoming events. We will use a variety of methods to communicate with you:

- ❖ Weekly Lesson plans will be posted outside each classroom door
- ❖ Monthly detailed calendar to keep you updated on themes, activities and events
- ❖ Monthly email newsletter from the director
- ❖ Personal emails will be sent regarding individual situations and/or requests
- ❖ Updates and reminders of activities will be posted by the classrooms and sent by email
- ❖ School wide calendar will be available at the beginning of each school year

Please contact us immediately if your contact information changes.

Enrollment

About our Program

We intentionally limit our enrollment to keep our class size small so that our students can enjoy all the benefits research has shown comes from smaller classes and lower student/teacher ratios. There are two teachers in each classroom, a lead teacher and an assistant teacher. In our PDO classes the student/teacher ratio is 1:4 and in all of our Preschool classes our ratio is 1:6. Our small class size not only offers educational benefits, but also a family-like, close-knit environment for our students and allows each student to receive more individual attention.

We believe that each child is uniquely created by God. CCC PS and PDO welcomes students of any race, color, religion, national origin, ancestry or sex and any child with a physical or developmental challenge for whom our facility is appropriate and our staff is able to accommodate in a meaningful way. All children should be able to participate and benefit from our program in a meaningful way without risk to themselves or to the other children. Such care is conditional upon the consent of the director.

Classes Offered

Parents Day Out (PDO)

Our Parent's Day Out program provides children the opportunity for socialization and educational activities in a small, nurturing age appropriate environment with caring and experienced teachers. Our theme related curriculum is both fun and stimulating and designed to encourage a sense of wonder in our youngest learners. Each class is limited to eight children, with two teachers. Children bring a nutritious lunch from home to eat at school with their friends. PDO full day classes nap at school after lunch.

15-month class

Children must be walking by the first day of class and 15 months by August 31st. Parents may select one or more days to attend classes and will attend the same days and times, throughout the school year. The class is offered Mondays, Tuesdays, Wednesdays and Thursdays. Parents may choose a full day (9:00am-2:00pm) or half day (9:00am-noon). All students will eat lunch at school.

2-year-old class

The child must be 2 years old by August 31st. Parents may select one or more days to attend classes and will attend the same days and times, throughout the school year. The class is offered Mondays, Tuesdays, Wednesdays and Thursdays. Parents may choose a full day (9:00am-2:00pm) or half day (9:00am-noon). All students will eat lunch at school.

Preschool Classes

3-year-old Preschool Class

Our 3-year-old Preschool Program focuses on the development of social skills, self-help skills, critical thinking and readiness skills. We limit our enrollment to 12 students to keep our class sizes small with 2 teachers so that our students can enjoy all the benefits research has shown comes from small class size and lower student/teacher ratios. Children bring a nutritious lunch from home to eat at school. **Children must be 3 by August 31st and completely potty trained to attend this class.** This class is offered:

Monday/Wednesday from 9am-noon, with an option to extend the day on Wednesday to 2:00pm with our 'Stay and Play' enrichment class.

Tuesday and Thursday from 9:00am-2:00pm

4-year-old Pre-K Preschool Class

Our 4-year-old Pre-K program focuses on creating a fun and exciting learning environment that includes kindergarten readiness skills for the children. We limit our enrollment to 12 students to keep our class sizes small with 2 teachers so that our students can enjoy all the benefits research has shown comes from small class size and lower student/teacher ratios. Children bring a nutritious lunch from home to eat at school. **Children must be 4 by August 31st to attend this class.** This class is offered Tuesday/Wednesday/Thursday from 9:00am-2:00pm.

Transitional Kindergarten Class

Our Transitional Kindergarten program provides a fun and exciting learning environment designed specifically for children who turn 5 by November 30th and those who are age eligible for kindergarten but who would benefit from the gift of time. We limit our enrollment to 12 students to keep our class sizes small with 2 teachers so that our students can enjoy all the benefits research has shown comes from small class size and lower student/teacher ratios. Children bring a nutritious lunch from home to eat at school. This class is offered Tuesday/Wednesday/Thursday from 9am-2:00pm.

Adventure Club Enrichment Class

Our Adventure Club Enrichment class is an opportunity for additional learning for families desiring this option. Adventure Club offers a multi-cultural experience as students will “travel” around the world experiencing the beauty and diversity of a variety of cultures through, music, food, art and language. This class is available Mondays from 9:00am-2:00pm for children 3-5 years old. We limit our enrollment to 12 students to keep our class sizes small with 2 teachers so that our students can enjoy all the benefits research has shown comes from small class size and lower student/teacher ratios. Children bring a nutritious lunch from home to eat at school.

Enrollment Forms

A non-refundable registration fee and registration form will be due at the time you reserve a space for your child. All additional paperwork must be received on or before your child’s first day of attendance at CCC PS and PDO.

For your child’s safety and to comply with state regulations, the following enrollment papers must be completed and on file at CCC PS and PDO **before** your child attends on their first day.

- Registration Form
- Enrollment Form
- Child Information Form
- Emergency Release Form (must be notarized by a current notary and include insurance information)
- Health and Immunization record, signed by parent on both pages
- Health Assessment (Physical-signed by the child’s physician)

- Off Premise Permission Form
- Allergy Form
- Permission to Photograph Form

Parents are responsible for ensuring the information is kept current. Phone numbers, health insurance and immunization updates are especially important.

Nutrition

Snacks

We believe that healthy snacks are the best choice for our children. Each teacher will send out a snack calendar for their room with the day your child is to bring snack for their class. The State of Kansas requires the snack to be from two different food groups (fruits, vegetables, grains, proteins and dairy). Snacks are intended as a small energy boost between meals.

Lunch

A nutritious lunch should be sent to school with your child. Due to the size of our school we are not able to refrigerate lunches or heat any meals. The State of Kansas requires that children have liquid milk with their lunch. Unless you have indicated “No Milk” on your enrollment form please send milk with your child’s lunch.

The State of Kansas would like for us to encourage you to visit ChooseMyPlate.gov for ideas and menus for your child’s lunch and snacks.

*****Please remember we are a Peanut Free School.*****

Special Events

Conferences

Parent/Teacher conferences for the Preschool program will be scheduled twice a year, in the fall and in the spring. However, if you have questions or concerns at any time throughout the school year feel free to set up an appointment with your child’s teacher and director. Your child is our number one priority.

We will not have preschool classes or child care when conferences are in session. PDO classes will continue as scheduled.

To maximize the benefit of the conference we ask that the preschooler or their siblings not attend the conference.

Field Trips

Our Field Trips will be “in house” because your child’s safety is always our first concern. Throughout the year special programs, both educational and fun, will be brought to our school. The children might see firefighters, veterinarians, farm animals and more. Watch the classroom calendar for upcoming events.

Birthdays

Birthdays are very exciting for young children and we are excited to celebrate your child’s special day. If you would like to bring a special snack for your child’s birthday, please make arrangements with the teacher (in advance). To ensure that no child has hurt feelings, we ask that no birthday invitations or party favors be sent to school for distribution, unless every child in the class receives one. Again, please make these arrangements with the teacher (in advance). If a parent wants to provide something extra for the class in honor of their child’s birthday, we suggest a book or CD be given to the school for the enjoyment of all the children.

Class Parties

We enjoy celebrating holidays. The teachers will plan several celebration days throughout the school year making them special days with games, crafts and treats for the children. There will be sign-ups available if parents would like to volunteer to bring a special treat, plates, napkins etc.

Pictures

Individual and class pictures will be taken each year. There is no charge at the time of the session and purchase of a portrait package is always optional. In addition, teachers will take picture of your children throughout the school year. These pictures may be for classroom use, classroom newsletters, Facebook, preschool website or a preschool event. Each parent will be asked to sign a photo release form at the beginning of the school year.

Volunteers

We encourage parents to share their talents and/or time to help with various projects to benefit the children. In addition, our preschool has an open-door policy. We welcome your involvement.

School Policies

Tuition

Monthly tuition payments are due on the first day of each month and are considered late on the 11th of the month. A \$15.00 late payment fee will be added to that month's tuition on that day. Please contact the Director if special arrangements need to be made due to a personal or financial situation. Our monthly tuition fees are based on our costs for the school year, and divided evenly by the nine months the children attend. Tuition does not vary by the number of days school is in session each month, except for the one-week August pro-rated tuition.

Tuition fees may be paid by check, money order or cash. Tuition payments may be made payable to CCC PS and PDO and placed in the black tuition box outside the PS and PDO Office. Cash payments should be paid directly to the director.

Student Withdrawal

If you need to withdraw your child from the school for any reason, you must fill out and sign a Termination of Enrollment form available in the director's office. We ask for a two-week written notification. **Your registration/activity fees are non-refundable.**

CCC PS and PDO may choose to disenroll a child for one of the following reasons: the child is not benefiting from the program, the child is not allowing other children to benefit from the program or a child in our preschool 3's, 4's or 5's classes is not fully potty trained.

Arrival and Departure

Each child should be escorted to his/her classroom. We ask parents to wait in the hallway with your child until the classroom door opens. Our classroom doors open promptly at 9am. For the safety of all our families, please drive slowly in our parking lot. Children should never be left unattended in the car.

All children are to be picked up at their classroom at the close of each school day. Picking your child up promptly is reassuring for him/her and it eliminates anxiety. If you are caught in a situation that causes you to be late, please call the school so we can reassure your child and plan accordingly. At 10 minutes after the designated dismissal time, according to the computerized clock on the classroom telephone, the director will assess a late fee fine of \$5.00 plus \$2.00 per minute, until your child has been picked up. Late fees are charged at the discretion of the preschool director, in order that extenuating circumstances may be taken into account.

Authorization to Pick Up

Please remember that children will only be released to someone that is on their 'authorized to pick up' list. Teachers will ask for a photo I.D. if they do not recognize the person. Please feel free to add or delete from this list at any time throughout the school year by talking with the director.

Absences

We miss your child when they are not at school. Please notify the preschool office of all planned or unplanned absences by calling 913-888-0466 or emailing sheri.s@cccks.org.
concerned.

Holidays and School Closings

CCC PS & PDO will follow the Shawnee Mission School District (SMSD) yearly school calendar for closures with minor exceptions. We will also follow the decision of the SMSD regarding school closings due to snow or inclement weather. If SMSD is closed we will also be closed. Please watch local broadcast stations for weather closing information.

Clothing

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Children will be participating in creative art, and sensory activities that can be messy. Accidents and spills can also happen while eating. All children should have a complete change of clothing in their back pack. Please update the clothing as the seasons change and your children grow.

The children will be playing outside in colder weather and will need appropriate coats, hats and mittens. Please make sure all clothing is labeled with your child's name.

Toilet Training

All children in our Preschool Program (3's, Pre-k and TK) must be fully and reliably potty trained and able to independently use the bathroom by the time school starts. Pull-ups are not allowed in our PS classes. Our preschool classrooms are not licensed nor equipped for diapering.

Children in our PDO program do not need to be potty trained. When you feel your child is ready for toilet training, and have begun this process at home, we will work with and encourage your child in their toilet training while in our care. The child should be kept in pull-ups at all times during this training period. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process.

Health and Safety

Illness

For the sake of all children, please do not send your child to school when they are not feeling well. After an illness, please keep your child home until they have been symptom free for 24 hours, without medication. Trust your instincts. If you are in doubt, keep your child home to give him/her the extra time to be completely well.

At school if your child has:

- An illness that prevents the child from participating comfortably in school activities
- An illness that results in greater care than CCC PS & PDO staff can provide
- The child has any condition (listed in the table below) and/or poses the risk of spreading harmful diseases to others

the child will be removed from the classroom, taken to the director’s office, and you will be notified. Parents will be called first and if they cannot be reached in a reasonable amount of time, we will then call persons listed as your child’s emergency contacts.

If your child is diagnosed with a communicable disease, please let us know so that we can notify other parents to watch for symptoms in their own child.

Symptoms:	Re-Admit:
Fever (100° or higher)	Fever free for 24 hours without the aid of medication
Eyes inflamed with purulent discharge	Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious
Drainage from ear	All drainage has stopped
Lice	After treatment with an anti-parasitic and nit-free
Diarrhea (2 or more loose or watery stools)	Diarrhea free for 24 hours without the aid of medication
Vomiting	Free of vomiting for 24 hours
Mouth sores or blisters	Sores are healed or health provider determines symptoms do not indicate a communicable disease
Rash	Until gone or a health care provider determines that the symptoms do not indicate a communicable disease
Communicable Diseases (chicken pox, strep throat, pertussis, mumps, measles, hepatitis A)	Free of symptoms

Allergies

It is our desire to keep your child safe. If your child has an allergy please make the Director aware as soon as possible. Our goal is to help children feel included in every single aspect of their preschool day. We believe the best possible way to do that is by having a strong partnership between parent and school.

We rely on you, the parent or primary caregiver, to take the initiative and responsibility to instruct the preschool staff on how and what your child might need. Snack is a normal part of the preschool day. *You will need to provide a safe snack for your child.*

Medication

In the event medication must be administered to your child during school hours, an authorization and release form must be completed and signed by a parent. These forms are available in the director's office and must be on file prior to the dispensing of any medication. Medications must be in their original containers and labeled with your child's name and dosage required. All medications will be administered to your child by a staff member that has completed the Kansas State Training for Administering Medication.

Injuries and Medical Emergencies

If your child is injured, the staff at CCC PS & PDO will evaluate the injury. If it is a minor injury, first aid will be applied and an accident form will be filled out and filed.

If the injury is severe, or there is a medical emergency, a staff member will secure an ambulance by calling 911, and notify the parents. A second staff member will keep the child calm. The director or management in charge at the time of injury will accompany your child to a local hospital and remain with the child until a parent or parent's designee assumes responsibility for the child. An accident form will be filled out and filed.

*****Please keep CCC PS and PDO updated regarding your contact information; phone numbers and home addresses.*****

Safety and Security

Your child's safety is important to us. For this reason, we keep the doors to CCC PS & PDO locked. The outside doors will automatically unlock approximately 15 minutes before each session begins and ends and will re-lock 15 minutes after each session has begun. You can be

buzzed in if you need to re-enter the building at any other time. The west end of the hall also has locked security doors. These doors will lock each day at 8:45am and unlock at 2:15pm. For added protection, there are also security cameras on the premises and telephones in each classroom.

For the safety of your children please be sure to keep them with you at all times before dropping them off and after picking them up from class. Please to do not leave children unattended on the playground or grassy areas of the church facility or in a parked car.

Site-Based Crisis Plan

Code Red

When an intruder has entered the building, the following will happen:

The Church office or Director—will announce a code red over the All Page on the phone

All teachers will take their children into the restroom in their classrooms, or gym restrooms (if applicable), turn out the lights in the rooms, close blinds and make sure all classroom doors to hallways are locked.

Teachers are to remain in the restrooms with their children until the Director gives the all clear.

Lock Down

The police department, local officials, government official or school district are the ones who normally issue a lock down. This occurs when someone has committed a crime or displays threatening behavior in the area.

A lock down requires that the church office lock all doors to the building. No one is allowed to enter or leave the building until the appropriate official has cancelled the lock down order.

The teachers must keep all the children in their classrooms until they have received an all clear from the Director. The Director and the church office will communicate regarding status updates.

All CCC staff is required to remain in the building until the all clear has been received and children have been released to parents. Please note that the church staff will assist with the children.

Emergency Evacuation

In case of an emergency resulting in the need to evacuate the building, such as fire or gas leak, we have made arrangements with Lenexa Baptist Church (LBC). The CCC PS & PDO Director, in conjunction with the church office, will notify teachers of the evacuation. All children and teachers will evacuate to the LBC gym, located on the north end of the building. The gym must

be accessed through the north and the northwest entry doors of LBC's facility. We will contact all parents by telephone and/or email for immediate pick-up of children.

Fire and Tornado Drills

Safety drills are conducted at regular intervals to ensure proper procedures in case of emergency.

Policy Changes and Updates

CCC PS & PDO reserves the right to change policies at our discretion. Notice will be given two weeks in advance of the policy changes. If there are any questions, please contact the Director.

Again, Community Covenant Church Preschool and Parents Day Out (CCC PS and PDO) is dedicated to assist in your child's learning and development in a warm, loving and positive Christian environment. We are glad you're a part of our family. This handbook is designed to be a handy reference for you to use throughout the year. If you have further questions, please contact the Director at (913)888-0466