

CALVARY CHRISTIAN

K4- Kindergarten

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2011-2012



PARENT-STUDENT HANDBOOK

“THE CHARACTER OF EVEN A CHILD CAN BE KNOWN BY
THE WAY HE ACTS WHETHER WHAT HE DOES IS PURE AND RIGHT”

PROVERBS 20:11

Calvary Christian School Mission

Calvary Christian School exists to assist families in west central Ohio in fulfilling their divine responsibility to train each child to follow God's written Word in every area of life. The school partners with families from over twenty area churches in training children to become disciples of Christ. Calvary Christian School is a ministry of Calvary Baptist Church and is dedicated to providing an exemplary academic education on the firm spiritual foundation of Jesus Christ.

Statement of Faith

1. **THE BIBLE:** the Word of God, the sixty-six books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God. (II Tim. 3:16, II Peter 1:21)
2. **THE ONE TRUE GOD:** existing eternally as three Persons – The Father, the Son, and Holy Spirit. (Luke 3:22; Matt. 28:19; II Cor. 13:14)
3. **THE LORD JESUS CHRIST:** his preexistence and deity (John 1:1-3). Incarnate by virgin birth (John 1:14; Matt. 1:18-23) sinless life (Heb 4:15) substitutionary death (II Cor. 5:21) bodily resurrection (Luke 24:36-43), Ascension into heaven and present ministry (Heb 4:14-16), and coming again (Acts 1:11)
4. **THE HOLY SPIRIT:** His personality (John 16:7-15), and deity (Acts 5:3-4), and His work in each believer; Baptism and indwelling at the moment of regeneration (I Cor. 12:13; Rom. 8:9), and filling (Eph. 5:18) to empower for Christian life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23)
5. **MAN:** his direct creation in the image of God (Gen. 1:26-28); his subsequent fall into sin resulting in Spiritual death (Gen. 3:1-24); (Rom. 5:12); and the necessity of the new birth for his salvation (John 3:3-5).
6. **SALVATION:** a complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Eph. 2:8-9; Titus 3:5-6; I Peter 1:18-19)
7. **THE CHURCH:** one true Church, the body and bride of Christ (Eph.1:22-23; 5:25-32), composed of all true believers of the present age (I Cor. 12:12-13), and the organization of its members in local churches for worship, for edification of believers, and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Eph. 4:11-16).
8. **CHRISTIAN LIFE:** a life of righteousness, good work, and separation unto God from the evil ways of the world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22-22-6:4), settling differences between Christians in accordance with the Word of God (I Cor. 6:1-8), exhibiting the fruit of the Spirit (Gal. 5:22-23), and maintaining a life of prayer (Eph. 6:18; Phil. 4:6)

9. **ORDINANCES:** the Christian should observe the ordinances of our Lord Jesus Christ, which are (1) baptism of believers by immersion (Matt. 3:16) and (2) the communion service (John 13:1-17); I Cor. 11:20-34; Jude 12).
10. **SATAN:** his existence and personality as the great adversary of God and His people (Rev. 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).
11. **SECOND COMING:** the personal, visible, and imminent return of Christ to remove His Church from the earth (I Thess. 4:16-17) before the tribulation (I Thess. 1:10; Rev. 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).
12. **FUTURE LIFE:** the conscious existence of the dead (Phil 1:21-23); Luke 16: 19-31), the resurrection of the body (John 5:26-29), the judgment and reward of believers (Rom 14:10-12; II Cor. 5:10) the judgment and condemnation of unbelievers (Rev. 20:11-15), the eternal life of the saved (John 3;116) and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15)

Objectives

Teachers select and use developmentally appropriate materials to reach their daily objectives in teaching. These over-all objectives are as follows:

1. To provide a nurturing atmosphere where parents can leave their children and have peace of mind.
2. To provide experiences that will enhance development intellectually, creatively, emotionally, physically, socially, and spiritually.
3. To provide experiences that meet the age appropriate academic standards that allow biblical integration.

Desired Student Character Outcomes

1. Respectful of all people - Acts 10:34-35
2. Courteous - Titus 2:7
3. Thoughtful - Psalm 19:7-11
4. Loving Christ - Mark 12:30-31

Program Description

Our K-4 kindergarten program is a hands-on, developmentally appropriate and play-based program. Children are introduced to letters, shapes, colors, numbers, and God's Word through the use of Learning Centers. A time of prayer and Biblical instruction is included in each day's schedule as well as time for instruction in math, science, language arts, pre-reading skills, pre-writing skills, music, and art.

Fees

There is a \$100.00 application fee due when applying for preschool. Upon acceptance into the preschool there is also a workbook/consumable fee of \$85.00, and monthly tuition.

School Hours: 8:20-3:00

Student arrival: 8:05 - 8:20 a.m.

Student Pick-up-no later than 3:20 p.m. (arrangements through the school office must be made if child cannot be picked up by 3:20 p.m.)

Absence Policy

Please try to contact Calvary Christian k-4 kindergarten by 9:30a.m to inform us when your child will be absent. Please call (937) 599-6847 and leave a message on our voicemail.

Reporting/Re-admittance After an Illness

We kindly ask that you notify us if your child is diagnosed with a contagious illness such as strep throat, conjunctivitis, chicken pox, etc. If your child has been ill, we ask that you make certain that she/he is symptom – free, **without OTC medication** such as Benadryl or Tylenol. An antibiotic regimen is fine as long as the first dose occurs more than 24 hours prior to a return to school. This does exclude some allergy related illnesses. Please contact the CCS office if you have questions. A doctor's note is helpful, but not necessarily required. This is for the health of all of our preschoolers and staff.

Admission and Withdrawal

Statement of Non-discrimination

Calvary Christian K-4 kindergarten admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Calvary Christian Preschool does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic and other school-administered programs or with respect to employment of faculty and administrative staff.

Release/Pick up

We typically only release a child to a parent/guardian or those designated person(s) listed on the emergency medical form. For CCS to release a child to any person other than the parent/guardian, a phone call must be made to the School Office or a written note sent stating the person or persons responsible for picking the child up on that day. The person picking the child up must be on the emergency contact list submitted to the office during the application process. If an individual is not on the contact list and unfamiliar to the preschool staff, that person will be asked to show a driver's license before the child will be released to their care. All students entering CCS Preschool must be signed in upon arrival and then signed out upon leaving by the parent, guardian, or the approved adult.

Child Care providers need to go to the main office and sign out the student each day

Visitation

Parents and visitors are always welcome to visit, but should make arrangements through the preschool teacher, who will inform the Administrator. Prospective parents are given a “tour” of our facility as well as individual time with the Administrator to address any questions or concerns. Parents are invited to contact teachers or the Administrator when a concern arises. This should take place during a scheduled time and not during class time.

Rest Time Procedure

It is required by State Rules that each child in our full-day program be given the opportunity to rest each day. Children are encouraged to bring a travel size pillow, a small blanket and or a “snuggly” toy, which can be brought in and will be sent home each day, if necessary. Blankets should be taken home once per week to be laundered.

Dress Code

Children should come to school in modest play clothing. Girls may wear dresses, slacks or shorts. The clothes should be easy for the children to undo so that they can take care of their bathroom needs. Tennis shoes are encouraged, flip flops(for safety) and dress shoes are not! We are sure that parents will make wise decisions concerning what is appropriate attire for preschool children. Clothing should be **marked clearly** for identification purposes (coats, hats, gloves, sweaters, boots, etc.).

Safety Policy

Safety is of the utmost importance for each child attending our school.

Therefore:

- No child shall ever be left alone or unsupervised.
- Children shall be brought to the classroom door, placed in the care of a teacher, and never left outside of the classroom.
- Each child shall be picked up from the classroom at the end of school.
- All visitors must enter through the main school office. They will be signed in as a visitor in the Visitor’s Log and given an ID to wear.
- Personnel have immediate access at all times to a working telephone within the building used for childcare.
- A monthly fire drill, at varying times each month, is held to train children to exit the building quickly in case of emergency conditions. Likewise, tornado drills are given in season as well as “lock down” drills, periodically.
- A plan posted in the classroom explains action to be taken and staff responsibilities in case of fire emergency and weather alerts.
- Our plan for safety whenever children are transported by vehicle away from the Center on a field trip is:
 1. A first aid box shall be available.
 2. A person trained in first aid shall be available.

3. Each child shall have identification attached to her/himself that contains: the child's name and the center's name, address, and phone number

Classroom Discipline

We firmly believe that the key to a good learning experience is to discipline in love, when necessary. With a daily, well-planned program and guidelines taught to each child, an atmosphere of peace is much more conducive to learning. CCS has only three basic rules: 1) obey your teacher; 2) take care of yourself and others; and 3) take care of your classroom.

Please note, these are stated in the positive and attempt to address common negative choices. For example, if a child does physical or verbal harm to another child, she/he has not taken care of another and has broken rule #2. The Bible teaches that we should "think of others better than we do ourselves, to be kind, love one another, give and share, and help one another." Therefore, we use these principles as our authority in teaching good behavior to the children.

During the first month of attendance we reinforce these guidelines verbally with the children. The teacher also will implement a visual to help remind children to make good choices. There might be slight variances that reflect the personality of the teacher or the dynamics of the group. However, the discipline visual and terms concerning choices are used consistently throughout the program.

Our procedure for daily guidance and discipline is as follows:

First - we will remind your child of the rules and which one was broken. Then, she/he will be redirected to a different activity or area of the classroom. The classroom has a positive discipline/reward system that will be used to encourage appropriate behavior. If a child "hits, kicks, spits, or bites" she/he will "sit" as the teacher first comforts/tends to the offended child.

Second - The teacher will then take time to assess the situation with the child who has been asked to sit. The teacher will remind the student of the rules and consequences and will follow through with the child.

Third - The teacher will then invite the child to rejoin the group. If these methods of behavior modification seem ineffective in assisting a child who repeatedly physically harms other students, a conference with parents will be scheduled.

Resolution - The classroom teacher, Administrator, and parents will work together to find an effective way to encourage positive behavior that meets the needs of the individual child.

Conflict Resolution (with school or school staff)

In matters of offenses and conflict, the biblical principles taught in Matthew 5 (if you offend someone) and in Matthew 18 (if someone offends you) are expected to be actively practiced. In addition, situations involving school staff are to be handled in accordance with the organizational chain-of-command, as this facilitates the process of conflict resolution.

Qualified Staff

CCS K-4 kindergarten employs faculty and staff that have a personal relationship with Jesus Christ. The curriculum is taught from the Christian perspective and is based on the principles of the Bible. Staff members are qualified by education, personality, and experience. They share high Christian standards and ideals and are competent to provide loving and understanding care for the children. They will be firm but kind in dealing with each child according to individual needs.

Training in first aid, communicable disease, blood borne pathogen and child abuse awareness is necessary. All staff members are trained in signs and symptoms of illness as well as hand washing and disinfecting procedures. Each staff member has received a background check and fingerprints are on file prior to working in the classroom.

Health Information

CCS requires that a health record giving the child's history of immunizations and successful vaccinations be submitted to CCS prior to the first day of school (no later than 30 days after acceptance). An emergency medical form must also be submitted. Parents are asked not to bring their children to school when signs of illness are developing. A phone call to 599-6847 stating their absence is encouraged.

We have staff trained in the recognition of the following signs of illness:

1. Temperature of 100°F taken by ancillary method
2. Skin rash
3. Diarrhea and/or vomiting
4. Evidence of lice infestation
5. Mucus from the nose or eye that is not clear

CCS policy on dealing with a child who shows signs of illness and the explanation of those signs and the action to be taken by the CCS staff in response to these signs is as follows:

1. Upon identification of a child suspected of illness, an isolation area shall be set up and used for care and isolation of the sick child.
2. The sick child shall be provided with a cot and their blanket for use until his/her parent arrives.

3. The cot shall be sanitized with an appropriate germicidal detergent upon the discharge of the child.
4. An adult shall be within sight or hearing of a child who is isolated due to illness. No child is ever left unsupervised.
5. A child who becomes ill during the day shall be discharged to the care of her/his parents or designated contact as promptly as possible.
6. A communicable disease chart is posted in the classroom.
7. Children are required to wash their hands after each toilet use, and before/after eating a snack or a meal.

CCS Policy concerning administration of medication, vitamins, or special diets to any child at the center is:

1. Prescribe Drugs:

No prescribe drug will be allowed to be given by any employee. The student must self manage the prescribed drug in the presence of a person designated by the board. A written request signed by the parent, guardian, or other person having care or charge of the student, will allow the drug to be self managed by the student. Any severe adverse reactions need to be reported to the proper individuals immediately. This form will be filed in the student's permanent folder.

2. Non-prescribed drugs or medicines:

A non-prescribed drug can be administered by a board designated employee who has taken the medical training for school personnel. A written request, signed by the parent, guardian, or other person having care or charge of the student, will give permission to the board designated individual to administer the necessary non-prescribed drug. Any severe adverse reactions need to be reported to the proper individuals immediately.

This form will be filed in the student;s permanent folder.

3. Proper Form to be Signed:

The form that must be signed by the parent, guardian, or others in charge of the student will consist of:

- a. Name and address of the student.
- b. Grade of the student.
- c. Name of medicine, dosage and times to be taken that can be self managed or administered.
- d. Times of the intervcal – signed by the student and designated board member.
- e. Date of administration – signed by the student and designated board member.
- f. Emergency phone numbers.

4. Board Designated Individuals:

Board designated individuals must have had drug-medical training by a licensed health profession.

Current Board designated Individuals: Anita Green, Bev Green, Andrea Gragert, and Paul Green

In the event of an emergency, first aid is administered, emergency transportation summoned, and parents are contacted. In the event of an accident, first aid is administered, parents are contacted, and emergency transportation is summoned, if needed.

Parent Teacher Conferences

Parents are encouraged to have conferences with the teacher so that the teacher might better understand the child and her/his development. Parent-teacher conferences are offered for each parent twice a year; exact dates will be announced when the fall term begins. Cumulative records are kept on each child enrolled and include applications, health forms, emergency procedures, conference information, and discipline action forms. Parents/guardians will receive a copy of the progress report at the time of the conference. Parents may request additional reports of their child's progress at any time during the school year

School Closings

If for any reason it becomes necessary to close school on short notice, we will send an automated phone call and e-mail through One Call announcing the closing. You must have the phone number and e-mail address you wish to be reached as part of your One Call account in order to receive the notification. Parents may also secure the details by listening to local radio stations such as WPKO-FM (98.3), WBLL-AM (1390), WEEC FM (100.7) and by watching local TV stations for closing information. It will also be posted on the CCS website, www.ccspartans.com. If inclement weather causes serious transportation problems, parents are advised to stay home. It is important to listen for school delays, and when in doubt call the school office at 937-599-6847.

Parent Involvement

We encourage parents to involve themselves as much as possible. The following opportunities are available during the school year, as well as many others; let us know your ideas!

- helping in classrooms
- teaching the class something you have knowledge about
- donating items/help obtain donations for the school
- soccer coach
- lunchroom server/dessert provider
- helping with school programs/parties

- reading stories
- praying for a successful experience for all

Transportation Policy for Field Trips

A permission form must be signed by a parent or guardian for each field trip sponsored by CCS. Parents will be adequately informed of all trips planned by CCS.

School Calendar 2011-2012

August

22-7:00 PM Monday, Family Open House

24 8:20 AM Wednesday **K5** Through **Grade 8** First Day

25-8:20 AM Thursday **K4** First Day (Tuesday-Thursday Class)

26-8:20 AM Friday-**K4** First Day (Wednesday-Friday Class)

September

5-Monday-No School (Labor Day)

6-School Resumes

29-Thursday Interim Reports

October

26-3:00 PM Wednesday, End of First Grading Period

31-3:00 PM Monday Grade Cards Sent Home With Students

November

3- 3:30-8:15 PM Thursday Parent-Teacher Conferences

4-8:00-12:00 Noon Friday No Classes (Parent-Teacher Conferences)

22-3:00 PM Tuesday Thanksgiving Break Begins

28-8:30 AM Monday School Resumes

December

21-3:00 PM Tuesday Christmas Break Begins

January

2-8:30 AM Monday School Resumes

11-3:00 PM Wednesday End Second Grading Period

16-Monday-PTSF Skating Party-pm **No School** (Martin Luther King, Jr. Day)

17-3:00 PM Tuesday Grade Cards Sent Home

February

20- Monday No School (President's Day) (Calamity Day Make-up if Necessary)

March

16-Friday End of Third Grading Period

21-Wednesday Grade Cards Sent Home

30-8:20-11:45 Friday Grandparents' and Family Day / Staff In-service day

April

5-Thursday No School Easter Break (Calamity Day Make-up if Necessary)

6-Friday No School Good Friday

9-Monday No School Easter Break (Calamity Day Make-up if Necessary)

16-20-M-F Achievement Testing

May

21-24-Graduation Dates for K-4, K-5, and 8th Grade

25-3:00 PM Friday End of Fourth Grading Period Student & **School Year Concludes**

End of Year Make-Up Days if Necessary

May

29- Tuesday

30-Wednesday

31-Thursday

TIPS TO PARENTS FOR SOCIAL STUDIES

Use a family home calendar to plan and talk about school days, weekends and special days. Mark and talk about special days on the calendar.

Share stories about your child's life as a baby and a toddler, as well as stories about you when you were a child. Share photo albums of when your child was little and talk about how much he/she has changed.

Read magazines and newspapers with your child and show him/her pictures or photographs of different landforms such as mountains, valleys, streams, deserts and forests.

Look at the night sky with your child for three days in a row. Talk about what you see, such as clouds, moon and stars. Talk about what is different and what is the same.

When taking a trip, show your child the route you will follow on the map. Point out the symbols that stand for the things you will see as you travel. Ask your child to make his/her own map.

Praise your child for making good choices such as sharing and working with others by saying "I like the way you shared your toys today with Susie."

Talk about family customs and traditions during the year, such as how you celebrate birthdays, Christmas, Thanksgiving and special holidays, vacations and time with grandparents.

Ask your child's teacher or a librarian to suggest books that you can read to your child about how children live in other countries; how families work and play together.

TIPS TO PARENTS FOR SCIENCE

Take time to answer your child's questions about nature and how things grow and change. Go on a quiet walk with your child. Ask him/her to listen to the sounds around you. Describe and write down what they hear.

Visit children's museums, nature centers, parks, food stores and flower shops with your child. Talk about what your child learned.

Plant flower or vegetable seeds with your child. Talk about and chart the changes over time.

Play "I Spy" by describing something and asking your child to guess what you see.

Read books about animal families. Talk about and help your child identify adult animals with their young, such as cows and calves or ducks and ducklings.

Supply containers for your child to begin rock and bug collections. Sort and label the containers with him/her for use as study.

Speak about and show your child how things work such as how batteries are needed in toys and flashlights, or how the wind is needed to make a kite fly. Allow your child to taste, smell and feel ingredients before and after cooking. Discuss the changes.

Ask your child's teacher or a librarian to suggest books that you can read to your child about science.

TIPS TO PARENTS FOR MATHEMATICS

Play number games with your child. You and your child can count the number of steps when walking up a set of stairs, count the number of apples in a bag or count the number of toys on the shelf.

Read and talk about numbers in counting books, pointing and counting the objects on each page. Sing songs with patterns or clap out patterns.

Have your child help count pennies and help you count paper money.

Talk about time such as "It is 11:30, time for lunch." "It is 9:30, time for bed."

Question your child inquiries such as "Which object is bigger or smaller?" or "Which person is taller or shorter?"

Give your child objects to sort and count, such as different colored and shaped blocks, leaves, buttons or plastic animals.

When taking a walk or shopping, ask your child to point to objects that are the same shape and ones that are shaped like squares, triangles or circles.

Request children to measure things around the home using pieces of string or long blocks.

Ask your child's teacher or a librarian to suggest books that you can read to your child about numbers.

TIPS TO PARENTS FOR LANGUAGE ARTS

Read aloud to your child every day. Set aside time before or after dinner and time before bed.

As you read:

- ✓ Let your child hold the book and turn the pages.
- ✓ Move your finger along under the words.
- ✓ Point to and talk about the pictures that go with the words.
- ✓ Pause while you read and ask your child what he or she thinks might happen next.
- ✓ Encourage him/her to ask questions about what is being read.
- ✓ Talk about a word that is new to your child
- ✓ Discuss your child's favorite parts of the story when you finish.

Read rhymes to your child, such as:

Brown bear, brown bear, what do you see?

I see a black cat looking at me.

As you read, stop before a rhyming word and encourage your child to fill in the blank. Teach your child some nursery rhymes and sing songs together.

Point out words that are a part of everyday life such as words on billboards (McDonalds, Pizza Hut), cereal boxes (Wheaties, Cheerios) and street signs (STOP, SCHOOL).

Visit the library monthly and pick out books with your child. Ask your child to "read" a favorite story to you.

Think about giving books or writing and drawing materials to your child as presents for birthdays and other occasions.

Ask your child to tell a story for you to write down. Read it back to him or her.

Make a book out of your child's writing. Have him or her draw pictures to go with the words or scribbles.

Ask your child's teacher or librarian to suggest books that you can read to your child.

TIPS TO PARENTS FOR BIBLE

Set the example.

- ✓ Know that your own attitudes, actions, and speech are your child's first introduction to godliness.

✓ Be enthusiastic about learning spiritual truths, because your child will read you before he is ever able to read the written Word.

✓ Be aware that as your child's understanding grows, it is God's Word permeating your daily life and conversation that gives the foundation for his spiritual development.

Talk about Bible Truths

✓ Reflect about God's Word in the midst of all your family life activities (Deut. 6:6-7).

✓ Discuss the things God made when outdoors.

✓ Speak about children being a gift from God when feeding the baby.

✓ Converse about God loving them when hugging them.

✓ Communicate God's command to love one another as they interact with siblings.

✓ Tell them God's standards for behavior as issues come up.

✓ Chat about God's watch-care when tucking them into bed.

✓ Correct behavior and always use these times as an opportunity to point your child to God's Word and truth.

Memorize Selected Bible Passages (Proverbs is a great place to start).

Establish good habits together with your child

✓ Practice daily Bible reading.

✓ Observe prayer times.

✓ Attend church and Sunday school.

✓ Achieve confession, forgiveness and restitution for offenses.

✓ Fulfill the commandment of tithing.

✓ Sing hymns and scripture songs.

IMPORTANT DOCUMENTATION

STUDENT'S NAME- _____

PLEASE LIST OTHER ADULTS WHO MAY SIGN YOUR CHILD OUT OF SCHOOL OR PICK YOUR CHILD UP AFTER SCHOOL. THIS WILL BE KEPT IN THE PRE-SCHOOL ROOM.

NAME	RELATIONSHIP	CELL#	OTHER CONTACT INFO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PRINT PARENT/GUARDIAN NAME- _____

SIGNATURE- _____

DATE- _____

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE