



# Preschool Handbook Appendix



## **Welcome to the Family**

On behalf of the administration and staff at Cordova Christian Academy, thank you for entrusting your child(ren) to our care. The staff at CCA is committed to studying God's word and putting it to work in our lives and the lives of your child(ren). We welcome you, regardless of your own background and would like to show you God's love through Jesus Christ. We look forward to working with you and having your family as part of the CCA family!

*This appendix is in addition to the school handbook and will give you more detailed information regarding the preschool and before/after care programs.*

## **Administrative**

**Hours of Operation:** We are open 6:30 a.m. to 6:00 p.m., Monday thru Friday. Students MUST arrive to school no later than 10:00 a.m. each day in order to be allowed to attend school for the day. A doctor's note is required for arrival after 10:00 a.m. Students are required to be picked up from the program no later than 6:00 p.m. (See school handbook for late fee details)

**Student Drop Off:** Students must arrive no later than 10:00 a.m. each day in order to be permitted to attend school for the day. Only a doctor's note will be accepted for arrival after 10:00 a.m. Please call if you have a doctor's appointment and will be coming to school late so we may include you in our lunch counts.

## **Health & Safety**

**Illness Policy:** These are additional details to the "Illness Requiring Exclusion" section of the handbook. Your child's health is very important to us; therefore, each day upon arrival your child will receive an informal health check. Please do not send your child to school sick. In fairness to others, we ask that you watch your child for symptoms of illness and keep your child at home if there is risk of exposing other children to illness. A child must not be admitted for care if one or more of the following exist:

- Child has fever of 99.6 or greater taken under the armpit.
- Child has had 3 episodes of diarrhea within a 24 hour period.
- Child has vomited twice within a 24 hour period.
- If a child has been diagnosed with a communicable disease a doctor's note is required for return to school and must state the illness and include the date the child may return.
- Hand, Foot & Mouth Disease: The child must be free of blisters in the mouth and on the body before returning to school.
- Pink Eye (conjunctivitis): If your child's eye is red and has a mucus discharge they will be sent home from school. If sent home from school the eye must be treated with medicine for 24 hours before returning to school. A doctor's note is required to return to school earlier.
- Lice or Scabies: Proof of treatment and a head check must be administered before the child may return.

All of the above will require the parents to pick up their child. Please come within the hour so that the spreading of illness can be kept to a minimum. If your child has been ill, they may not be admitted to school until they are free of symptoms for 24 hours or you have provided a note from your child's physician confirming that they are symptom free.

- Ringworm: The area must be completely covered in order to be permitted to school. If your child has ringworm in their hair you will need to contact your doctor.

**Medication:** Our program will administer medication providing that all medication rules listed in the handbook are followed. Medication will be administered immediately before or after nap time.

**\*\* Infant & One-Year-Old Exception:** Special provisions will be made for Orajel, teething tablets and gas drops. Dosage amount described on the label will be followed. Please sign the special permission form for these medications. Ask your child's teacher for the form.

**Video Monitoring:** Each of our preschool classrooms is equipped with stationary video recording cameras. The office has two video monitors for you to view your child's classroom. These cameras are not internet accessible. The videos are stored for two weeks at a time, if you wish to view video footage please see the Director.

**Coded Key Entry System:** Each of the doors entering into the school areas have a coded key entry system. These codes change frequently throughout the year. You will be notified of any changes. For security purposes please only give the code to those people that will be picking your child up on a regular basis.

**Parking Lot:** In order to make our parking lot a safe place we ask that you drive no faster than 5 mph. No one is permitted to park along the building or under any of the overhangs. Please see the Traffic Flow Pattern Form for entering and exiting the parking lot that is attached to this handbook and application.

## **Preschool: What to Expect?**

Starting a new school can be a stressful experience for both child and parent. New faces, routines, expectations, activities and foods are just a few of the adjustments that present themselves. We want to work closely with you to make the transition a smooth and happy one. Below you will find additional information to help you ease into your new routine.

**New Family Orientation:** Each new family must schedule time to meet with the Director to go through a parent orientation prior to your first day of school. This is normally in conjunction with a classroom visit for the child. Please see the school Director to set up a meeting.

**Pre-Enrollment Visit:** We feel it is very important for each child to have the opportunity to explore their new environment before their first day of school. We suggest that you participate in a classroom visit one to two weeks before your child will start. This visit allows your child to meet the teacher, become familiar with the room and meet new friends while having the comfort of their parents being nearby. Please coordinate this day in conjunction with the new family orientation.

**Before the First Day:** Before your child's first day you will need to bring the following; all enrollment paperwork, notary page, immunization records and any unpaid fees. The State requires that the student file is complete before their first day of enrollment.

**The First Day:** On your child's first day please stop by the office and the Director will help you to your new room to get you settled. Make sure you bring a small bag with your child's supplies and that everything is labeled with first and last name. Until your child gets adjusted to their new school they may bring a snuggly blanket or picture of their family to help ease the transition.

**Dropping Off Your Child:** You can help your child during drop-off time by showing them you are confident they are going to have a great day. Children can sense if you are comfortable or not and being enthusiastic will help your child feel the same way. Even with the best preparations, young children may cry when separated from their parents. It is important to make the separation as pleasant as possible with a hug, I love you and I'll be back soon. Our staff always comforts a child until they are ready to join in.

**Food from Home:** In order for our classrooms to stay on their schedules breakfast from home will not be allowed after 8:00 a.m. Students will receive morning snack shortly after that time. If your child cannot eat our provided lunch or snack it is the parent's responsibility to provide a healthy alternative. CCA is a peanut free school.

**Daily Reports:** Each day you will receive a daily report informing you about your child's day. Please feel free to speak with your child's teacher regarding their day if you have any questions.

**Curriculum:** We use a combination of curriculums in our classrooms. The Kaleidoscope curriculum is thematic based and used throughout our preschool. Our infant's thru young three's classroom uses the Wee Learn Bible Curriculum for their bible lessons. Our three-year-olds and Pre-K students use the A Beka Christian Curriculum. These curriculums include individual and group learning experiences that focus on age specific academic instruction. Bible teachings include bible stories, verses, prayer and songs.

**Assessment & Conferences:** When a child enters CCA the teachers begins a portfolio for that child and family. Portfolios are a collection of materials that help us look at a child's development over time. These are not formal assessment instruments and should not be seen as such. Twice a year your child's teachers will schedule conference time to discuss your child's progress. You may schedule a conference at any time during the school year with the teacher or Director.

**Birthdays & Holiday Celebrations:** If you wish to bring in a special snack for your child's birthday please speak with your child's teacher to arrange a day and time. We also plan activities that focus on seasonal celebrations. For holiday parties you will find a sign-up sheet for items needed to help make the celebration special.

**Infant Supplies:** Parents with infants must provide pre-filled bottles, unopened jar food, diapers and wipes daily. A standard crib sheet and blanket are needed as well. A feeding schedule must be provided and updated every 30 days. If you would like your child to be swaddled a doctor's note will be required.

**Supplies 1's thru Pre-K:** Each classroom has a supply list of items that will be needed for that specific room. All classes will need to bring a crib sheet, blanket weekly. Diapers and wipes will need to be re-supplied as needed. If your child runs out of diapers/pull-ups or wipes your account will be charged for these supplies.

## Miscellaneous

**Parent Teacher Fellowship:** The CCA PTF is a group of families that support the school and its teachers through membership. It is governed by a board of parents that help make decisions regarding the school. The PTF needs your help! They ask that each family becomes a member of the PTF. By doing so you will help to support the school and fund events such as Grandparents Day, Muffins for Mom, Donuts for Dad, Teacher Appreciation, Family Fun Nights and more. You can become a member at any time throughout the school year, just ask your child's teacher or see the Director to become a member.

**Room Parents:** Room parents help us throughout the year with things like holiday parties, fundraisers, school events etc. Please let your child's teacher know if you would like to become a room parent.

**Joy McDaniel Academy of Dance:** Ms. Kim German from JMAD comes each week throughout the school year (September thru May) and teacher's creative movement and tumbling to 3 and 4 year olds. Please see the Director for an application, additional fees apply.

**Computer Explorers:** The Computer Explorers company comes each week throughout the school year and teaches students computer and technology skills to 3 and 4 year olds. Please the Director for application, additional fees apply.