



Community Christian Preschool
A Ministry of Community United Methodist Church

Parent's Handbook
2017-2018

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Website: ccpspasadena.weebly.com

Director: Donna Contarino

Community Christian Preschool

Community Christian Preschool along with Community United Methodist Church, sincerely intend for your experience with us to benefit both you and your child

We hope to extend the influence of Christian teaching so that it may be beneficial to everyone in our community.

Thorough planning of your child's day to day activities assures us that opportunities are provided for the personal development of you child.

Please familiarize your self with this booklet and all the procedures and policies of the school.

We are pleased you have chosen us for your child's educational experience and we welcome you to Community Christian Preschool.

Donna Contarino
Director
Community Christian Preschool

Statement of Goals

Our teachers will conduct each class in a professional manner. All activities and interactions are focused toward your child's education and social goals. All children are welcome to our program. We are committed to supporting the growth and development of your child as we work closely with Infants and Toddlers and Child Find. If your child has a diagnosed disability or special health care need please share that with us so that we can work together to support you and your child.

Educational Goals

1. Introduce each child to facts and concepts in the fields of social studies, science, mathematics, language arts and religion. Level appropriate for their age and experience.
2. Help develop in each child a creative interest and skill through literature, music, art and physical education.

Social Goals

1. Develop self esteem in each child, building self confidence, self control and competence in all areas.
2. Help each child develop satisfying relationships with others by practicing respect, honesty, cooperation, and kindness.

The objectives listed above will be implemented by the use of books, play/pageants, songs, free play, puzzles, and art projects.

Discipline

Good behavior is encouraged, acknowledged, and praised.

Discipline at the school is handled through behavior modifications techniques. The staff has been trained to give physical as well as verbal nurturing encouragement. A pat on the back, a loving hug, a story while holding the child on their lap are all outward examples of our love and concern for children.

Our classrooms are set up to encourage children to make choices, such as which center to play in; block, writing, reading, dramatic play, sensory tables, kitchen, and manipulatives. The choices continue outside on the playground where CCPS has cars, play houses, permanent structures to climb and slide. If a child is using materials inappropriately or are having difficulty getting along with their peers a teacher will discuss the situation with the child. If necessary a child will be re-directed into another area.

Children are never physically touched, hit or slapped for punishment and the name of *GOD* is never used in a punitive manner. Children at the school are given as much love, tenderness, and concern as we can possibly give them.

Class Offerings

Two Year Old Classes:

DAYS	TIME	SESSION
Mon/Wed/Fri	9:00-11:30	AM
Mon/Wed	9:00-11:30	AM
Tues/Thurs	9:00-11:30	AM

Three Year Old Classes:

DAYS	TIME	SESSION
Mon/Wed/Fri	9:00-1:00	AM/PM
Tues/Thurs	9:00-11:30	AM
Tues/Thurs	12:00-2:30	PM
Tues/Thurs	9:00-1:00	AM/PM
Lunch Bunch	11:30-1:00	Can be added to AM sessions

Four Year Old Classes:

DAYS	TIME	SESSION
Mon/Wed/Fri	9:00-11:30	AM
Mon/Wed/Fri	9:00-1:30	AM/PM
Mon - Fri	9:00-11:30	AM
Mon - Fri	9:00-1:30	AM/PM
Lunch Bunch	11:30-1:30	Can be added to AM sessions

Students enrolling in our 2-year old program must be 2-years-old by September 1st. Toilet training is not required, but please dress them in easily-removable clothing (ex. NO 1-piece overalls).

Students enrolling in our 3-year-old program must be 3-years-old by September 1st. All students in the 3-year-old program must be toilet trained.

Students enrolling in our 4-year-old program must be 4-years-old by September 1st.

Registration and Tuition

Each year you enroll your child in Community Christian Preschool, a registration form must be submitted along with an annual \$90.00 **non-refundable** registration fee. Tuition is pro-rated so your monthly payments will be the same amount each month. Tuition payments are due by the **first day of each month**.

Any cash payments must be delivered to the office by an adult and a receipt must be obtained. If your payments are not received by the 10th of the month, regardless of what days your child attends school, a late charge of \$25 will be assessed. There will be a fee service of \$25.00 for all returned checks. If your payment is more than 30 days delinquent, the student will be unable to continue attending the school. If you are having any difficulty in making payments, please speak with the director prior to due date. These matters are treated with the utmost confidentiality.

In order for your child to attend school during the month of May, all outstanding fees to the school (late tuition, late fees) must be paid in full by April 30 of the current year.

School Closings

We follow the Anne Arundel County Public Schools policy for closing dates. If they are **closed** due to inclement weather, Community Christian Preschool will adhere to the same practice. Please check the status of the school closings on www.aacps.org.

If AACPS has a **2-hour delay**, CCPS will start at **9:30 a.m.** Please check the local newscast on WBAL (Channel 11, <http://www.wbal.com/>) for delay status. It will be each parent's responsibilities to safely transport their children.

Evacuation Site

We have received permission from the county to utilize the Riviera Beach Community Library, located at 1130 Duvall Highway Pasadena, MD as our evacuation site. In case of an emergency, we will leave our school and be there. Signage will be posted on our door and you will be able to pick up your children at the library.

Arrival and Dismissal

Morning classes begin at 9:00 a.m. and dismiss at 11:30 a.m.
Afternoon classes begin at 12:00 p.m. and dismiss at 2:30 p.m.
If you are going to be more than a few minutes late, please call the school so we can inform your child and the staff.

Use of Pre-School Entrance

Community Christian Preschool students and parents are asked to use the pre-school entrance **only**. All visitors are required to sign in at the pre-school office if they are in the building at any time other than arrival and dismissal. This includes when you're picking up a child outside of those times. The safety of your children and our staff is our number one priority.

Pick-Up Protection

To ensure no unauthorized persons pick up your child, pick up by anyone outside of the authorized list in the registration form is **ONLY** allowed with the following: phone call to the school office **AND** a written notice (via email or note in your child's communication folder). Both must be provided **in advance** before the pick up can be authorized and the person **must** provide a government-issued photo identification at pick-up. Community Christian Preschool must have a copy of any court-order stating that a parent is not allowed to have your child on the days that your child is attending CCPS.

Late Pick Up Fee

Parents that are late by 15 minutes or longer will be charged a late pick-up fee of \$1.00 per minute past their child's dismissal time. Staff members have their own families with appointments and other commitments so please try to be on time.

Parents Are Welcome

Classroom doors at the Community Christian are always open to out parents and you may observe the class any time. Please notify the director when you wish to observe.

Parents - Volunteers

If you wish to volunteer in your child's classroom, you must attend one of the volunteer orientation classes we offer. A background check will be done on each person who volunteers. There is an annual fee of \$15 required to perform this background check.

For the protection of our children, background checks are performed on all staff and parent volunteers. Should something of concern arise from the checks, the individual affected will be informed. We recognize that false information can appear from time to time. Should that happen, we encourage you to investigate the matter. However, in the mean time, our policy is not to allow that individual to work with the children. CCPS reserves the right to decide the status of all volunteers.

Students and Parent Records

Student and parent records should be kept current at all times. Please inform the preschool office of any changes in the information as it occurs. Includes change of address, email, cell and home phone numbers.

Health and Emergency Forms

Each child must have a medical form including an immunization record filled out and signed by the child's physician. The emergency form needs to be completed prior to the child's first day of school. These forms are available in the school office.

A child's picture and name may be also listed with their individual food allergies, and symptoms as a visual reminder to all staff member and volunteers.

Health Requirements

Parents should keep their child home from school if they have any serious illness or injury. If a child is not allowed to go outside with his or her class, they should be kept home for the day.

Although no comprehensive list is possible, the following may be considered appropriate reasons to keep a student home from school.

Examples of serious illness or injury

Vomiting within past 24 hours

Temperature of 100 degrees or greater with the past 24hrs

Abdominal pain

Earache

Head Injury

Adverse medication effects

Suspected fracture

Chest pain

Severe Pain

Severe shortness of breath or wheezing

Examples of possible communicable conditions

Vomiting within the past 24 hours

Loose stools / diarrhea

Suspected communicable disease

Red, draining eyes

Persistent runny nose with yellow/green discharge or accompanied by a fever

Productive cough accompanied by fever

Undiagnosed rash

Please notify the school if your child has contracted a contagious disease so we can alert the child's classmates' families to look for symptoms.

In addition, if your child contracts head lice, a note will be required from your child's health care provider stating that there are no live lice or nits within 1/4" of the scalp. Once they have been cleared, the child may be readmitted to school.

Due to a rule put into effect by the Office of Child Care, a child cannot be readmitted to school after an absence of 3 days or more without a written statement from the parent or physician stating the child may return to his/her regular schedule.

If your child becomes ill during the day, the school will contact a parent and if unable to reach them, a person you have designated as an emergency contact will be called.

For those emergencies requiring immediate medical attention:

Your child will be taken to the nearest emergency hospital in the company of a staff member. Every effort will be taken to contact the parent, or emergency contact who is listed on the emergency form.

Staff Members

We are proud of our professional staff at Community Christian Preschool. It is with your child's safety, well-being and happiness that we choose our staff so carefully. All staff members have gone through a thorough required background check by the state and FBI.

First Aid & CPR

Our staff members are currently certified in first aid and CPR.

Dress Code

Your child's clothing should be comfortable, washable, and easy for your child to manage,

We have found that children that are toilet trained can still have accidents. Because of the time it takes to remove articles of clothing, belts are hard for most preschools to manipulate on their own, so please do not use them on school days.

We will be doing some messy activities such as painting, gluing, and playing outdoors. Please do not wear anything near and dear to your heart.

Please send an additional set of clothes for your child in the backpack each day and change them according to the season. State regulations specify that children may not play on climbing or moving equipment while wearing inappropriate shoes such as slick leather soles, flip flops, clogs, or crocs. Please make sure the children's outerwear is warm enough for outdoor play since all classes go outside each day unless it is raining, snowing or below 32 degrees.

Items to Bring to School

The two-year olds should bring a change of clothes, disposable diapers, wipes, a plastic bag large enough for dirty clothes, and a changing pad if not toilet trained (a receiving blanket is fine) in a backpack each time they come to school. ALL children should bring a LARGE backpack (no mini backpacks, please) to carry home their art projects each time they come to school with a change of clothes as well. No toy weapons or items that could potentially be dangerous are to be brought in for sharing days.

Asbestos Notification

The U.S. EPA Department of Land and Chemical Division requires that we notify you that there is NO asbestos in any of the areas used by our students. This includes the complete Educational Wing, the Sanctuary, the Narthex, and the Fellowship Hall.

Holiday and Birthday Parties

We will be having parties throughout the school year to celebrate the various holidays. You will be asked to donate items for these parties. You may bring in refreshments to celebrate your child's birthday or special day. Ask your teacher what refreshments are acceptable for these celebrations. We are a NO NUT school so please check ingredients on the packaging.

If your child has any food allergies, please inform your child's teacher immediately. Any parent with a child who has a diagnosed food allergy will be required to provide a suitable food item for their child's snack each day to ensure their safety.

Snacks

Our students will receive a nutritious snack and drink. Sometimes we will have "fun" snacks (popcorn, cheese puffs). If there are any restrictive foods in your child's diet, please inform the teacher/assistant and list this on your child's registration form.

Newsletter

Each teacher will send home a monthly newsletter with information such as dates to remember, birthdays, and other important information.

School Pictures

In the fall and spring, a professional photographer will take individual pictures of your child. If you would like to purchase your child's pictures, packages must be prepaid. You will receive the fall pictures back in time for Christmas. Check the school calendar for the date that the photographer will be at school.

Conferences

Parent/teacher conferences are held in the Fall and Spring of each calendar school year. If at any point you become concerned about your child's development please call the Director to set up some time to speak with your child's teacher. There may be times outside of regularly scheduled conferences when the teacher feels the need to schedule one. On-going communication is critical to your child's development. School wide conferences will be held and dates and times will be announced in the monthly newsletter and a conference sign-up sheet will be posted outside your child's classroom door. Parents will be asked to sign up for a 15 min conference. Classes will not be held on conference days.

Website

The school's website is ccpspasadena.weebly.com. A release must be signed by a parent or guardian in order for your child's picture to appear on this website. We will not use your child's name anywhere on the website.