

PARENT HANDBOOK
2021-2022



April 6, 2021

Dear Parents/Guardians:

Countryside Christian School is happy to offer Preschool and Pre-Kindergarten to families in the Pittsburg area. We recognize that there is a great need for preschool programs in our area that will not only prepare children for entrance into kindergarten, but will do so while acknowledging and giving glory to God.

The purpose of this handbook is to acquaint the students, parents, and the teachers with the general policies of Countryside Christian Preschool (CCS). Parents are expected to become thoroughly familiar with the contents of this handbook and to keep it for future reference. In the case of unforeseen circumstances, and to maintain a fair and orderly environment, CCS staff reserves the authority to establish fair and reasonable rules and procedures for protecting the health and safety of students not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

This handbook gives an overview of the program. We invite you to be an active participant in your child's educational program. If at any time, you have questions or concerns, please don't hesitate to contact your child's teacher.

Sincerely,

Amy Campbell
Preschool Director
Countryside Christian Preschool

PHILOSOPHY

Children are a wonderful gift from God. We are committed to providing the best possible environment to facilitate a wonderful preschool experience for these precious gifts. This means that we not only focus on providing a high-quality educational program, but we make every effort to also provide a safe and nurturing environment that promotes the spiritual, physical, social, emotional, language, and cognitive development of young children.

It is our belief that instilling the desire and joy of learning is critical in children of tender ages. It is not enough to just deliver and have them learn information, our desire is for them to enjoy and want to continue learning.

ELIGIBILITY

Children are eligible for enrollment in the program if they will be three (3) years of age by August 31st and are completely toilet-trained.

A completed application and registration fee is required to guarantee your child's enrollment. A non-refundable Registration Fee of \$50.00 per child is due with the application. This amount covers supplies for your child throughout the school year. Checks should be made out to CCS (Please write your child's name in the memo).

CCS does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. CCS welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school.

SCHOOL SCHEDULE

Preschool (Ages 3-4)

CCS will offer a Monday/Wednesday/Friday morning program for children ages 3 and 4. In general, this program is designed for children who will be entering kindergarten in TWO school years. The preschool program will begin at 8:00 am and end at 11:00 am.

Pre-K (Ages 4-5)

For children who are ages 4 and 5 and who will be entering kindergarten in ONE school year, CCS offers two options: a **3-day** Monday/Wednesday/Friday **afternoon** program from 12 noon to 2:55 pm or a **5-day** Monday-Friday **morning** program from 8:00 am to 11:00 am.

TUITION PAYMENTS AND APPLICATION PROCESS

Tuition for the 3-day (Pre-kindergarten) program will be \$150.00/month. Tuition for the 5-day (Pre-kindergarten) program will be \$240.00/month. Tuition for the M/W/F Preschool program will be

\$150.00/month. Since we are only in session half of the time in December and May, both of those months will be discounted (\$75 MWF/\$120 M-F).

Tuition payments are due by the 3rd of each month. Prompt payment is necessary to operate the preschool programs. If a financial difficulty arises, you are responsible for contacting the office for other arrangements. Payments should be made out to CCS (Please write your child's name in the memo) and give it to the staff at drop off in the morning. If you are paying in cash, please place it in an envelope and write your child's name on it.

Countryside Preschool families will get first priority if they would like their child to be enrolled in preschool or Pre-K the following year before it is opened to the public. If your child's account is not current, we will not be able to hold their spot on the list until their tuition payment is up to date.

ATTENDANCE

We believe that regular attendance is important for your child's optimal growth and development. The daily schedule is carefully planned to provide varied experiences for your child.

Please notify the teacher or the office when your child will be absent or late to school that day.

SNACK DAY

A monthly calendar will be issued designating snack days for each family. Please be mindful of the day your child is assigned to snacks. This is a special day looked forward to by the students as they get to pass out snacks and pray or choose a friend to pray. CCS will keep a supply of snacks on hand in case a family forgets or is absent. We simply ask that if you miss your snack day, you bring a non-perishable set of snacks to replenish the extra supply.

RELEASING/PICKING UP STUDENTS FROM SCHOOL

Children shall be dropped off NO EARLIER than 7:45/11:45 and picked up NO LATER than 11:10/3:05. If you encounter any unforeseen circumstances, please call the Countryside Christian School office immediately at 620.232.5911 or text through the Remind App. Parents may drop off children at the second set of doors (or eastern-most) facing the north. A staff member will check students in and take them to class. For security reasons, these doors will be locked during the school day. Students can be picked up at the end of the school day at the doors just south of the kitchen/gym.

Only individuals pre-registered may pick up a student. If someone who is NOT pre-registered needs to pick up your child, than you must make prior arrangements by informing the preschool teacher or office of the name of the person.

CUSTODY AGREEMENTS

All enrolled children whose parents operate under the guidance of a custody agreement directed by the courts must provide a copy of the custody papers. These court documents will remain in CCS's files for documentation purposes. If at any time a question arises regarding transportation, enrollment, medical issues, etc., CCS will operate under the guidance of the custody papers provided to the school.

The custodial parent will be communicated with by the school. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a custodial parent and non-custodial parent agree that they both want to be given information, a written request must be signed and submitted to the teacher of the enrolled child for consideration.

SCHOOL CLOSING INFORMATION

In the event of inclement weather, we will send out a text through the "Remind App" as soon as the preschool director makes a decision to cancel school. We will also post it on our Facebook page, so please like and follow "Countryside Christian Wee Warriors Preschool".

EMERGENCY DRILLS

CCS will hold regular fire and tornado drills. The routes for building evacuation are posted in each classroom and in other areas of the building. It is important for students to follow directions for emergency drills as instructed by faculty.

EMERGENCY INFORMATION

All parents are required to complete an emergency information form to be on file in the school office. Information will include home and work addresses and phone numbers, as well as alternative contacts if a parent cannot be reached. This information must be kept up to date at all times. When changes occur, it is the parent's responsibility to notify the school office.

Parents should notify the office when changes for the responsibility of your child are made for the day, and also when parents are out of town one day or for an extended number of days.

In the event that a restraining order exists or that visitation rights of a noncustodial parent are limited, documentation must be on file in the appropriate school office.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

Countryside Christian Preschool views discipline not as punishment, but as training in righteousness, with the goal of Godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the

parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4).

We believe that each student has the responsibility to act in accordance with the policies and rules that we have established. We strive for each child to put into practice those things that have been taught in the classroom about Christian character and behavior.

Methods of discipline shall include, first of all, those positive elements that encourage good behavior and reduce the occurrence of bad behavior. These include such things as awards, stickers, encouragement, praise, close supervision (hallways, playground), reminders of expected behavior, etc. Classroom environments are structured to encourage positive behavior; redirection of children occurs in a positive manner, keeping in mind the child's interests and motives. Teacher intervention in potential problem situations is well timed and logical consequences of behaviors are implemented. Physical punishment is not used. If there are concerns for the safety of the child or other students in the classroom, parent/teacher meeting may be necessary to establish a behavior plan. This plan would be implemented before possibility of dismissal for the student.

NO WEAPONS POLICY

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon onto the premises. A valid license does not authorize the licensee to carry a weapon onto the premises. Violators will be prosecuted.

SHARING INFORMATION

Young children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members.
- Pregnancies and births.
- Deaths of family members or close friends.
- Changes in family structure within the home.
- Plans for moving.
- Extra stimulation such as visitors or celebrations

ILLNESS AND INJURY DURING SCHOOL

The school attempts to provide an environment in which your student will be safe from accidents. If an illness or accident should occur, the school may authorize emergency treatment, but cannot authorize subsequent treatment. If a child should become ill or injured at school and it becomes necessary for the student to leave school, a designated staff member will contact a parent or emergency contact (taken from the information on the emergency form completed at the beginning of each school year). Under no circumstances will a student be sent home until arrangements have been made for the student's safety. In the event a parent or emergency contact cannot be reached, the school will take appropriate action. The school will not be responsible for emergency transportation and service cost.

If any student is found to have a temperature of 100 degrees or higher with headache, sore throat, nausea, cough or sneezing, parents or emergency contact will be notified, and the student must leave school. These signs may indicate the onset of an infectious disease or other illness that requires observation at home. If no one can be reached, the ill student will be excluded from class and will rest in the Countryside Christian School office until school is dismissed or until someone can be reached. Students should remain home until they have been without a fever for 24 hours without medication (Tylenol, aspirin, etc.).

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

CHICKEN POX: A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain at home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100°F or greater (or 1 or 2 degrees above the child's normal temperature) (s)he should remain home until (s)he has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, AND ALL NITS HAVE BEEN REMOVED.

IMPETIGO: Blister-like lesions which later develop into crusted pus-like sores. Your child should remain at home until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

PINK-EYE: Redness and swelling of the membranes of the eye with burning and itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand-washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

STREP THROAT AND SCARLET FEVER: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home until receiving a full 24 hours of antibiotic therapy and until without a fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night (s)he should not be sent to school the following day.

PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE.

SIGNATURE PAGE

**PLEASE SIGN AND RETURN THIS PAGE TO
YOUR TEACHER.**

I HAVE READ THE HANDBOOK OF THE WEE
WARRIORS PRESCHOOL AND AGREE TO ABIDE
BY THE POLICIES COVERED THEREIN.

Signature of Parent/Guardian

Child's Name: _____

Teacher's Name: _____