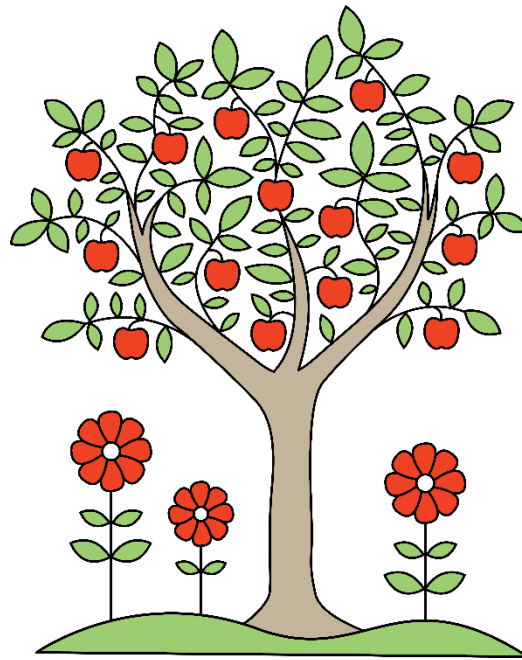


CHRIST CHURCH PRESCHOOL & KINDERGARTEN

Family Handbook



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Welcome and Introduction

Welcome to our Christ Church Preschool and Kindergarten (“CCK”) family! Whether you are new to our school or returning to us we are so pleased that you have chosen CCK! It is our hope that your child’s experience at CCK will enrich and nurture their unique gifts and talents to launch a lifetime love of learning. Our incredible CCK staff is committed to ensuring your child is well cared for and immersed in a learning environment that is enriched with love and excitement. We are happy to work with you as partners in the education of your child and look forward to our mutual collaboration and cooperation in this process.

The intention of this handbook is to help you learn about CCK, communicate our policies and procedures, and set expectations and guidelines for your time at CCK. Please familiarize yourself with the information in this handbook as it will give you a clear understanding of our guiding philosophy while detailing policies and procedures that you will use on a daily basis to help your child reach their highest potential. Please feel free to contact us with any questions or concerns that are not addressed in this handbook and if there is anything we can do to enhance your child’s experience, please let us know.

We are excited to welcome and partner with you over the coming year and are so grateful that you are part of our CCK family!

Kelly Coley
Head of School

Meredith Sorrell
Assistant Head of School

The Organization

Mission Statement

To cultivate our children’s unique gifts and talents and to inspire lives of learning, serving others and loving God.

Vision

Our children’s lives will inspire a sense of community, compassion, and love of God.

Children’s Creed

I believe in God above.

I believe in Jesus' love.

I believe His Spirit, too,

Comes to teach me what to do.

Philosophy

Our half-day Preschool and Kindergarten programs allow each child to develop socially, emotionally, intellectually, physically and spiritually. We offer opportunities daily for children ages 12 months through Kindergarten to explore their abilities, express ideas and play with friends. Enrichment programs such as Music, Science, Chapel, Creative Movement, Christian Education and Learning Center (our school library) broaden the children’s exposure to the greater world around them and enhance classroom experiences. Field trips, seasonal performances, and special events help expand learning outside the classroom and build confidence in our children. Our curriculum, staff, and classroom environment inspire children to become life-long learners.

Goals

- Promote Christian values by encouraging sharing, confidence, independence, and kindness
- Surround children in a happy, loving and nurturing learning environment
- Promote Self-Help/Independent Behaviors
- Promote Social/Emotional & Language Development
- Promote Cognitive Development
- Promote Physical Development

Relationship with Christ Episcopal Church

CCK is a ministry of Christ Episcopal Church (“Church”) and an Episcopal school which maintains and perpetuates the highest possible standards to foster spiritual values and provide a developmentally appropriate curriculum. CCK adheres to all Christ Episcopal Church and Safe Church policies.

Board of Directors

The purpose of the CCK Board of Directors (the “Board”) is to set the policies of CCK, oversee its management, and report key financial and operational information to the Church Vestry as needed.

All members of the Board commit to acting in good faith and in the best interests of CCK as a whole, apart from any personal interests in a matter. The Board operates with integrity, honesty and compassion in all duties, recognizing individually and collectively that Board members are representatives of CCK and as such their actions and behaviors are reflective of CCK.

Members of the Board include:

- Vestry Representative
- Rector or one of the Church Clergy
- A combination of active parishioners of Christ Episcopal Church (minimum of 5) and parents of CCK students (minimum of 4)
- Treasurer
- CCK Head of School*
- CCK Assistant Head of School*
- CCK Teacher Representative*

*The Head of School, Assistant Head of School, and Teacher Representative serve as ex-officio, non-voting members of the Board.

The Program

Toddler Program

CCK’s Toddler curriculum is developed around the natural curiosity of toddlers to explore and learn. Our Toddler teaching staff works diligently throughout the year to ease transition of separation from parents and loved ones by creating a sense of community and family within the classroom. Toddlers are encouraged to explore and play in a safe, happy, and loving environment anchored in traditional Christian values. Stimulating gross motor skills through outside recess and play is a vital part of our toddler curriculum. Developmental tools, such as puzzles, books and toys are utilized each day. Language development is encouraged through teacher-child interactions, and participation in daily

routines encourages the development of self-help skills. Toddlers are introduced to colors, numbers, and shapes through classroom interactions and seasonal thematic units. Toddlers enjoy Special Area teachers during the year through classroom visits from our music teacher for sing-alongs and trips to the Learning Center for story time once a month starting in January. Toddlers also participate in My Gym once a month the second half of the year to help them develop gross motor and balancing skills.

Two-Year-Old Program

Our Two-Year-Old program focuses on peer interaction and social development. Learning to separate from parents and play in a classroom environment is a wonderful accomplishment for this age group. Two-Year-Old classrooms encourage participation in group activities in order to enhance the development of social skills and independence. Classrooms are set up with imaginative play stations which encourage students to interact with one another. Circle Time is introduced in our Two-Year-Old classes as teachers lead classes in songs, stories, and other interactive activities relating to their thematic units. Two-Year-Olds participate in daily activities to further the development of self-help skills while creating a sense of pride and accomplishment. Colors, numbers and shapes are incorporated into the curriculum through classroom interactions, art projects, and seasonal thematic units. Two-Year-Old children continue to work on gross motor development by playing outside on our playgrounds daily and participating in My Gym once a month. Two-Year-Olds also have fun with in-class music sessions, trips to the Learning Center for story time, and trips to the Science Lab for exploration.

Three-Year-Old Program

Our Three-Year-Old curriculum focuses on instilling a love of learning in a safe and happy environment by encouraging students to use their natural inclination for discovery. During the Three-Year-Old year teachers continue to encourage each child to strengthen his/her independence and self-help skills. Our Three-Year-Olds develop social and emotional skills as they learn to play cooperatively with others and communicate within the classroom. New concepts such as letters, numbers and calendar math are introduced during Circle Time. Our Three-Year-Old teachers introduce students to a letter of the week and children enjoy bringing in items from home that begin with the letter of the week. Artwork, story time and center play integrate the curriculum's learning objectives throughout the school day. Children participate in recess each day to develop gross motor skills. Special Area classes for this age group include Music, Creative Movement, Christian Education, Science Lab, and Learning Center.

Four-Year-Old Program

In our Four-Year-Old program students continue exploring the world around them through free play, creative artwork, storytime, and field trips. After completing our Four-Year-Old program, children are well prepared for kindergarten socially, emotionally, physically and cognitively. Four-Year-Old classes take a more in-depth look at the alphabet by practicing writing each letter, and investigating each letter, and the sound each letter makes. Activities such as games, puzzles, cutting, and stringing beads help children continue to develop fine motor skills, which serve as the foundation for handwriting skills. Gross motor development continues during daily recess. In addition, Four-Year-Olds participate in Special Area classes which include Music, Christian Education, Learning Center, Science Lab, Chapel, and Creative Movement. Our Fours classes also enjoy on and off campus field trips which support and enhance their curriculum.

Kindergarten Program

CCK's Kindergarten program utilizes the *Lippincott* curriculum to instill phonics, language arts, reading readiness, and writing skills. The Kindergarten math curriculum combines the Envision Math curriculum with multiple hands-on learning experiences to teach the skills necessary for math success in

elementary school. Kindergarten teachers use hands-on work with manipulatives in combination with direct instruction to teach literacy and math skills. Science and Social Studies concepts are integrated through daily activities. Activities include Circle Time, independent work, center play, games and puzzles. Gross motor development continues each day through daily recess. The goal of our Kindergarten program is to prepare students for the next step in their educational career. CCK teaches a comprehensive curriculum and uses differentiated instruction to prepare students to advance to Kindergarten or First Grade in both the public and independent school systems. Classroom time is enhanced through a variety of field trips and speakers, as well as Special Area classes: Music, Christian Education, Learning Center, Science Lab, Chapel, and Creative Movement.

Special Area Classes

Christian Education

The Christian Education program at CCK uses the Godly Play curriculum as a creative way to teach the stories of the Bible to our Three-Year-Old, Four-Year-Old, and Kindergarten students. Before the lesson begins, children are taught to be still and listen for God. After the lesson, children are led into a time of “wondering”. “Wondering” is an important piece of the Godly Play curriculum, because it allows the children to connect to the stories and apply them to their lives. Students enjoy the chance to learn more about the people and events in the Bible and how they relate to our lives.

Chapel

Four-year-old and Kindergarten students participate in a Chapel service every other week, during which a member of the Christ Church clergy officiates a small formal service. Students listen to a Bible story, sing songs, and have the opportunity to ask the clergy questions. Classes also take turns assisting in the Chapel service by lighting candles and carrying the cross.

All School Chapel

Once a month all CCK children gather together in All Saints’ Hall for our All School Chapel. Children, Toddlers-Kindergarteners, are led by the Christ Church Clergy in singing songs and learning more about God’s love for us. Our Four-Year-Old and Kindergarten classes assist in leading the service by lighting candles and carrying the cross.

The Learning Center

The Learning Center at CCK is filled with books, puzzles, audio-visual resources, posters, puppets, and manipulatives of all types. Each Three-Year-Old, Four-Year-Old, and Kindergarten class visits the Learning Center twice per month. Our Two-Year-Olds visit the Learning Center once a month starting in late Fall. When classes visit the Learning Center, the teachers read and discuss a story and lead them in a hands-on activity related to the story. Children learn literary terms such as author and illustrator, fiction and non-fiction. Also, children are able to choose a book to check out and keep in the classroom until their next visit to the Learning Center. In January, Toddlers are introduced to the Learning Center for stories and activities. Resources in the Learning Center are available for teachers to use in their classrooms and provide a wide variety of experiences for the children.

Music

Music allows for self-expression and exploration. At CCK, our goal is to make music fun by using songs, movement, and creative expression. Once a week, our music teacher visits each classroom to teach and share songs with students. Three-Year-Old, Four-Year-Old and Kindergarten students work during the year to prepare for musical performances.

The Science Lab

Children are naturally curious and our Science Lab is a place where children learn through exploration, experimentation, demonstration, stories and hands-on activities. At CCK, Three-Year-Old, Four-Year-Old and Kindergarten students visit the Science Lab twice a month for an instructional lesson and time of exploration. Two-Year-Olds visit the Science Lab twice monthly starting in late Fall to explore as well. Time in the Science Lab helps children learn skills such as observation, classification, prediction, and experimentation.

Creative Movement

Claudette Miller, creator and teacher of Creative Movement, instructs our Three-Year-Old, Four-Year-Old and Kindergarten students in learning through the art of movement. This program is specifically designed to help children develop gross motor skills, listening skills, “gentle hands,” imagination and a warm heart through creative play and exercise. Literature, props, poetry and seasonal themes are the focus of fun and age-appropriate movement lessons. As children learn to move and move to learn, emphasis is placed on sharing space, self-control, balance, core strength, listening, following directions, problem solving, critical thinking, patterns and sequencing.

My Gym

Our Two-Year-Old and Toddler classes participate in My Gym classes to work on gross motor skills, body control and listening. Once a month, My Gym’s staff brings their movement rich program to CCK. Two-Year-Olds begin in October and Toddlers begin in January.

Admission / Enrollment / Placement

Christ Church Preschool and Kindergarten does not discriminate with regard to race, creed, or religion in its enrollment policies.

Admission for all age groups is based upon the Charlotte-Mecklenburg Schools cut-off date of August 31st.

Inclusion

Children with special needs are considered for acceptance in the program on an individual basis. Families are required to submit the child's most recent Assessment/IEP documentation. If it is determined by CCK and/or the family at any time that CCK is unable to meet the child's social, emotional, developmental and/or academic needs, CCK will provide the family reasonable time and assistance to find a more appropriate placement for the child.

Enrollment Priority

Enrollment priority will be given in the following order:

1. Current CCK Family
2. Current Christ Church Pledging Member
3. Former CCK Family
4. Non-Christ Church Member

Class Placement

The Head of School will consider class dynamics, gender ratios, teacher recommendations, parental requests, and personal observations in determining class placement. The Head of School will have the final say on each child’s placement.

Class Size

The Head of School will determine class size in consideration of beneficial student/teacher ratios, while following National Association for the Education of Young Children (NAEYC) guidelines. Each classroom has a Lead Teacher and an Assistant Teacher.

Age Group & Approximate Number of Children/Class

Toddlers	8-9
Two-Year-Olds	8-10
Three-Year-Olds	12-14
Four-Year-Olds	12-14
Kindergarten	12-14

Tuition, Fees and Payments

Registration Fee

A one-time Registration Fee will be collected for each student at the time of registration each year. The amount of the registration fee will be determined by the Board of Directors and shall be refunded if a child is not offered a place in the program.

Advanced Tuition

A child is considered enrolled in CCK once a signed Enrollment Contract and an Advanced Tuition payment of \$500.00 are received in the front office. The Advanced Tuition payment is non-refundable should the family decide to withdraw from the program.

Tuition Payments

Tuition payments are due on the first of each month, beginning September 1st and continuing through May 1st. Tuition payments not received by the 10th of each month will result in a late charge of \$25.00. Tuition payments not received by the 20th of each month will result in a late charge of \$50.00. All late charges shall be included in that month's tuition payment. CCK reserves the right to un-enroll a student if fees are 30 days past due and doing so shall not relieve the student's family of its tuition and fee obligations for the entirety of the school year.

Tuition and Advanced Tuition, for students enrolling after the school year has begun, will be prorated from the date of enrollment.

Financial Obligation

Once a child is enrolled, the financial obligation to the school is for the full annual tuition, whether or not the child attends for the entirety of the school year.

A family may be released from their financial obligation to CCK on a case-by-case basis. The family must give the Head of School written notice and ask for permission to be released from the Enrollment Contract. The Head of School and/or the Board of Directors must give approval in order for the family to be released from the Enrollment Contract.

Temporary Financial Assistance

CCK may provide Temporary Financial Assistance ("TFA") to families in need, on a case-by-case

basis, provided funds are available. Such funds are limited and subject to budget and enrollment driven fluctuations annually. Financial assistance is intended to be short-term help to parents who have enduring unexpected circumstances which has eroded their financial condition and caused them to require financial assistance to maintain enrollment of their children in CCK. TFA is meant to be less than fifty-percent (50%) of total tuition cost and shall not be in place for longer than one (1) calendar year. Families with more than one child in the program may request TFA for all enrolled children.

If requested, families of CCK staff and clergy/staff of Christ Church may receive TFA subject to review and availability of funds. CCK staff and clergy/staff of Christ Church TFA applications shall receive priority.

Consideration for TFA will be given after the completion of the annual student enrollment process. All TFA requests shall be subject to review and approval by the Executive Committee of the CCK Board of Directors. Upon approval or denial of TFA requests, the Executive Committee shall disclose decisions regarding with the TFA requests to the full Board of Directors in the meeting following said decisions. All requests, correspondence, and discussions pertaining to financial assistance shall be kept between the Head of School and the requesting family. Applications and supplemental documentation pertaining to financial assistance shall be handled with the utmost confidentiality by all parties involved.

Insurance

CCK does not offer insurance coverage for students enrolled in the program.

Behavior Guidelines

CCK staff will work to nurture and guide children at each stage of their development so each child can reach their individual highest potential in all areas (social, intellectual, physical, emotional) and inspire a sense of community, compassion, and love of God. Prevention, modeling, redirection, and guidance form the core of our Behavior Guidelines.

Steps to preventing unacceptable behavior from occurring include:

- Arrangement of the classroom environment to enhance the learning of acceptable behaviors.
- Staff modeling appropriate behavior.
- Providing positive reinforcement for acceptable behavior.
- When unacceptable behavior occurs or is about to occur, staff will use:
 - redirection—substitution of a positive activity for a negative one
 - distraction –changing the focus of the activity or behavior
 - actively listening to determine the underlying cause of the behavior
- Reset (separation from the group) is used as a last resort, only when less intrusive methods have been tried. **In the event a reset is used, a child will be separated from the group for a maximum of 5 minutes.**

Harsh or physical punishments are strictly prohibited at CCK. Children may not be spanked, slapped, pinched, shaken, teased, made fun of, or threatened in any way. Food may not be withheld as punishment nor are children punished for accidents related to toileting. Parents may not administer physical punishment on CCK grounds.

The classroom teacher will bring significant or recurring discipline problems to the attention of the Head of School and/or Assistant Head of School. The teacher will notify the child's parents with a

phone call and/or email notifying the parent of the behavior concern.

CCK administration will work with families and teachers to discuss the challenging behavior and create an on-going plan.

If discipline problems are not resolved, the school reserves the right to dismiss the child if it is in the best interest of the other students or that child. The Head of School will make this determination. Dismissal of the child will be recommended to the Board and is subject to Board approval.

Basic School Information

School Calendar

The Head of School and Assistant Head of School shall establish the school calendar, subject to approval by the Board. The school year shall commence with Open House occurring the week preceding or following Labor Day and end during the week preceding or following Memorial Day.

School Hours

School hours are 9:00^{AM}- 1:00^{PM} Monday-Thursday, 9:00^{AM} - 12:00^{PM} on Friday.
Carpool starts 8:45^{AM} for drop-off and 12:45^{PM} for pick up Monday- Thursday, 11:45^{AM} on Friday.

No children should enter the classrooms before 8:45^{AM} as the teachers are preparing for the school day. Toddler and Two-year-old children should be dropped off no earlier than 8:55 AM.

Absences

Parents/guardians are asked to notify the school or the lead teacher by phone or email when their child will be absent. A message can be left at the school's main voicemail box at any time.

Inclement Weather Closure

CCK will follow Charlotte-Mecklenburg School closings on the first day of an inclement weather event. For any days after that, the Head of School will establish when CCK shall be closed for inclement weather. After the first day of closure, CCK reserves the right to hold classes when public or private schools are closed.

The Head of School will notify families via email about the decision to close or any changes in the daily schedule. Changes to the schedule will also be posted on the school's website:
www.christchurchcharlotte.org/cck.

CCK will not operate with a delayed opening.

If CCK is closed for any unforeseen circumstances, including inclement weather, there will be neither make-up days, nor a refund of any tuition.

Arrival

If CCK's main entrance doors are closed when you arrive, please park your car and bring your child in through the Ramp Door. Please walk your child to the office and the Administrative team will escort your child to class. No child should be walking alone in the hallway at any time. If you are running late or have extenuating circumstances, please call the front office (704-333-5818). Toddler and Two-Year-Old children should not be dropped off any earlier than 8:55 AM as it can be a long day for our

youngest children. Older children should be dropped off first and then younger children. All Saints Hall should not be used as a cut-through for drop-off.

Departure

All individuals approved to pick-up each child should be noted on the Emergency Contact Form. People may be added to or deleted from a child's approved list by emailing the Head of School AND Assistant Head of School. Anyone who is not recognized by our staff will be asked to show a valid Driver's License or other picture identification. Someone who has not been authorized by you on your child's approved pick-up list will not be permitted to leave with your child. It is very important to notify the Head of School AND Assistant Head of School regarding any changes with individuals authorized to pick up your child.

Younger children should be picked up first and older children should be picked up last.

- Strollers should not be brought through the carpool hallway. If you have a stroller, we ask that you leave it at the Ramp Door or enter through the Toddler/Two hallway.
- Please do not walk through the 3-year-old hallway during carpool. It is imperative that we keep this hallway clear for children exiting to the carpool line.
- The main entrance can become congested during carpool. Please avoid coming back and forth through this area when picking up your child(ren).

***Each family has a different dynamic for pick-up with various age children. If you need help figuring out the best pick-up plan for your family, please ask the Assistant Head of School during non-carpool hours and she will walk you through the best plan for your family.**

Transportation

Parents are responsible for their child's transportation to and from school.

Playdates

Teachers and Administration should be notified if a child will be riding home with another family. The notification can be in the form of an email or handwritten note. If the change is made during the school day, please call the front office to notify us of the change before 12:30 PM. Teachers and/or administrators may not receive an email sent during the day.

Carpool Procedures

Entering the Carpool Line

- DO NOT enter the carpool line from the stoplight at Colville. Please refer to the map included in the parent packet at the beginning of the year for the best "Carpool Entrance" location.
- The safest way to enter the carpool line is by taking a right into the "Carpool Entrance" from Providence Road.
- Please be in the carpool line no later than 12:55 pm Monday-Thursday and 11:55 am on Friday.

Loading/Unloading:

- Teachers are allowed to unbuckle during unloading. Teachers are NOT permitted to buckle during loading.
- Pull as far forward as possible so that there is very little space between your car and the car in front of you.

- If you do not need to assist your child in buckling his/her carseat, you do not need to get out of your car. Teachers can load your child in the back seat for you, but cannot buckle.
- If you need extra time to buckle your child, please pull forward to the area in front of the dumpsters/trash cans to safely complete the process.

Safety

- The “Ramp Door” is our primary entrance for walkers. Please be aware of families using the crosswalk when you are exiting the carpool line.
- If you are walking, please use the crosswalk and make sure your child is holding your hand.
- **CARPOOL IS A CELL FREE ZONE!** Refrain from using cell phones in any capacity during carpool.

Late Policy

- Upon arrival in the morning if CCK’s main entrance doors are closed, please park your car and bring your child to the office and the Administrative team can walk them to class.
- If you are late in the afternoon, please call the front office. You will need to park your car and come to the CCK office to pick up your child. Repeated tardiness (after 1:00 PM Mon-Thurs and 12:00 PM on Friday), will result in a late fee of \$5 for every 10 minutes you are late.

Parking During Carpool

- It is always an option to walk your child to his/her classroom between 8:45 and 9:00 AM. **Please do not enter classrooms before 8:45 AM as teachers are preparing for the day.**
- Parking is available in the church parking lot, on Hampton Ave, and on Beverly Drive. Please do not park on Hampton Ave between Beverly Drive and the church driveway as it causes a blind spot and congestion during carpool.
- There should be **NO PARKING AT ANY TIME IN CLERGY PARKING SPACES**, even if it is just to drop-off/pick-up a child.

Family Involvement

We make every effort to maintain an open positive dialogue with families to plan strategies, problem-solve and provide assistance in a timely and effective manner. Please feel free to suggest ways that we can strengthen our partnership with you as we seek to provide a high-quality learning environment for everyone in our school community.

As a parent of a CCK child, you are automatically a member of our newly created Parent Association (PA). The PA exists to support, promote and strengthen our CCK community. The PA will host numerous school events and programs for the entire community. If you are interested in learning more about the PA and becoming involved with this new mission, please contact Kelly Chambers, our Parent Association President, at kelly.f.chambers@gmail.com.

Parents may also volunteer to serve as a Room Parent Representative. It is a wonderful opportunity to get to know other parents in the classroom. The Room Parent Rep serves as a liaison between classroom teachers and classroom parents to help ensure a successful school year. If you are interested in being a Room Parent Rep, you can sign-up to volunteer during our Parents’ Night or Open House. If you have any questions, please contact Sloan Crawford, the CCK Board’s Parent Representative, at lsloancrawford@gmail.com.

Clothing

Children should be dressed in clothes that are comfortable and weather-appropriate. Clothes should be easy to move in, as children will have daily recess. Placing a child's name in clothing will greatly assist CCK Staff in efforts to help your child become more responsible for the care of their clothing.

Tennis shoe type footwear is recommended for the safety of your child. Slip-on shoes can fall off easily and are not recommended at school. On days when your child is scheduled to participate in Creative Movement or My Gym it is imperative to send your child to school in tennis shoes to allow for movement.

Playground

Only children enrolled and in attendance at CCK may use the playground during school hours. If an adult brings another child to the playground they will be informed of the policy and invited to return after 1:00^{PM}. From time to time during the school year Christ Church playground may be closed for maintenance and special events.

Birthdays

Children are invited to celebrate birthdays at school. If you plan to bring in a treat, please coordinate with your child's teacher at least a week ahead of time about scheduling, number of treats, and any known allergies in the classroom. We encourage healthy alternatives to traditional birthday treats. CCK is a Nut-Free facility.

For birthday celebrations away from school when the entire class is not invited, please mail the invitations. If the entire class is invited, feel free to bring the invitations to school for distribution.

Communication

We welcome and encourage parental participation in the preschool environment; however, during drop-off and dismissal time, teachers must refrain from lengthy conversations to maintain safe practices. Parents wishing to speak with a teacher or administrator are asked to schedule a time to meet, so they are able to have the staff's full attention for questions or concerns.

Confidentiality

CCK retains information on file regarding children and families which may be considered personal in nature. CCK shall maintain this information in strict confidence and will not discuss or release it to any third party without prior written consent. Student files will remain in a locked file cabinet at all times.

Communicating with Teachers and Staff

CCK's number one priority is the safety of your child. Teachers are focused on the classroom during school hours. **Please do not call or text teachers during school hours.** A handwritten note or a timely email (prior to drop-off) to your child's Lead Teacher is an excellent way to communicate transportation changes, updates in schedules, etc. Teachers will respond to emails in a timely manner. If you require immediate attention, please contact the CCK Office at 704-333-5818.

Communication is key to a successful relationship. CCK strives to have clear, open communication between teachers and parents. Communication from your child's Lead Teacher will include the following:

- **Monthly Calendar**

- **Monthly Newsletter**
- **Parent Emails**

Conferences

Once a year conferences are scheduled with parents to discuss the overall progress of their child. Four-Year-Old and Kindergarten classes will meet in November. Toddler, Two-Year-Old and Three-Year-Old classes will meet in January. These meetings are scheduled by the Lead Teacher in coordination with the parents' schedules. Following the conference, written summaries will be provided to parents.

Parents and/or teachers can request a conference or observation at any time throughout the school year.

Open Door Policy

The Head of School and Assistant Head of School have an "open door policy" and welcome parents/guardians to visit classrooms. Please enter through our ramp door and check-in at the CCK office. We strive to work with families in a partnership as we care for our children. As parents and partners of CCK, your questions, concerns, and feedback are valued and welcome. Communication is extremely important and we are always available to have conversations with you regarding your child. Open communication allows the school to respond to questions and concerns directly, with a goal towards improvement, growth, and fostering a trusting relationship.

CCK Update

The Head of School sends a "CCK Update" email every two weeks with updates, reminders and important information for CCK families. This email is a vital source of communication and updates for the school community. Parents are encouraged to read and keep up to date on all school happenings.

Notification of Changes to Contact Information

In order to ensure you are receiving all communications and are accessible in the event of an emergency, it is important that CCK maintains current and accurate contact information. Changes in address, email, home, cell, and work phone numbers should be communicated to the Assistant Head of School as soon as possible. In addition, the contact information for each child's emergency contacts should be kept up to date.

Health and Safety

Required Immunizations

All children are required to be up-to-date on immunizations in accordance with the American Academy of Pediatrics (AAP) recommendations. Religious Exemptions are not accepted. If there is a medical reason your child is not up-to-date with immunizations, please notify the Head of School.

All children are required to have the following immunizations according to the AAP recommendations for their age:

- DPT/aP
- Hep B
- Prevnar
- Polio
- Varinax
- MMR

Illnesses/Communicable Diseases

The parent will be contacted immediately by the Head of School or Assistant Head of School if any of the following symptoms are present:

- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free.
- **Fever:** Children will be sent home if their temperature is 100 degrees or higher and must stay home the next day for observation.
- **Rash with Behavior Change:** Any rash other than a common diaper rash or skin irritation.
- **Heavy Eye Discharge:** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation.
- **Excessive Nasal Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day and must stay home for at least 24 hours.
- **Vomiting:** Children will be sent home if they vomit and must stay home for at least 24 hours.
- **Symptoms and Signs of Severe Illness:** Children will be sent home if they display unusual lethargy, uncontrolled coughing, persistent crying, difficulty breathing, wheezing or other unusual signs.

After your child has been ill, it is important to adhere to the following guidelines when determining whether your child is ready to return to school:

- Behavior and activity are back to normal
- Fever-free for at least 24 hours **without the use of medication**
- No vomiting, diarrhea for 24 hours

If a staff member is notified that any child from their class has a communicable disease (e.g. lice, hand foot and mouth, pink eye), the staff member will notify the Head of School or Assistant Head of School immediately. The Head of School will email applicable families informing them of the communicable disease.

Accident/Injury Report

If a child is injured or injures another child while at CCK, an Accident/Injury Form detailing the incident will be completed by the observing staff member on the day of the incident and sent home with your child for your review and signature. Please make every effort to return the signed Accident/Injury Form the next school day.

In the event of an injury beyond a minor scrape or bump, the Head of School or Assistant Head of School will call the child's parent to relay information about the child's injury. In addition to the phone call, an Accident/Injury Form detailing the incident will be completed by the observing staff member and sent home with your child for your review and signature.

In the event of an emergency, we will contact 911 and you will also be immediately contacted. Up to date contact information is critical so we can always reach you. All CCK staff are trained in CPR and emergency first aid. First Aid supplies are located in every classroom, as well as the administrative office.

Security

Security is a top priority for CCK and Christ Church. CCK has an off-duty CMPD officer on campus during school hours to help with traffic flow and monitor the building and grounds. At CCK, we encourage a “see something, say something” philosophy. If you see anything suspicious or unusual while on campus, please notify the CMPD officer and/or the CCK administration. CCK staff members wear a CCK name tag throughout the school day. All other adults who are visiting CCK must report to the main office to sign-in and receive a visitor’s badge. CCK’s main entrance is locked during school hours. Parents, caregivers, and visitors are asked to use the Ramp Door entrance to be buzzed in by a CCK administrator. If you enter the church during school hours from another area of the church, please come to the office before visiting your child’s classroom to sign in and receive a visitor’s badge.

Child Abuse Reporting

Protecting the health and safety of the children in our care is our number one priority. Everyone who cares for children must, by law, report any suspected child abuse.

North Carolina requires “**any person** or institution who has cause to suspect that any juvenile is abused, neglected” to make a report to the county department of social services where the child resides or is found (G.S. 7B-301(a)). A person who knowingly or wantonly (i) fails to report or (ii) prevents another person from making a report as mandated by the universal reporting statute “is guilty of a Class 1 misdemeanor.”(G.S. 7B-301(b)).

Handwashing Procedures

All children must wash their hands upon arrival for the day, after using the bathroom, after coming into contact with bodily fluids, after playing in water, after coming into contact with pets or other animals, after playing outdoors and before eating food. Staff will assist children with hand washing as needed to successfully complete the task.

Proper hand-washing procedures are to be followed by adults and children:

1. Utilization of soap, running water;
2. Vigorously rubbing hands for at least 20 seconds including back of hands, wrists, between fingers under and around any jewelry, and under fingernails;
3. Rinse well;
4. Dry hands with a paper towel, a single use towel, or a dryer; and
5. Avoid touching faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Potty Training

All children enrolled in our Three-Year Old program (and older) must be potty trained prior to attending school. We realize that accidents will happen. Children who are potty trained demonstrate independence in using the bathroom and can easily do the following:

- Communicate the need to use the bathroom
- Pull clothes up and down by themselves
- Wipe/clean after using the bathroom
- Flush the toilet
- Wash hands independently

To help with the transition to the school environment, teachers will offer many bathroom breaks throughout each day. Parents will be asked to send in a change of clothes labeled with their child’s

name in a Ziploc bag. The clothes will be used in the event of an accident.

We promote open dialogue between our teachers and families. Your child's teachers will communicate with you about any potty training concerns.

Over-the-Counter Medication

Administration of over-the-counter (non-prescriptive) medication, skin protectants and cosmetics such as sunscreen, insect repellent, diaper cream, and lotion require parental/guardian consent. CCK staff is prohibited from administering over-the-counter pain reliever.

Over-the-counter Medication Administration Authorization forms are available in the office and must be filled out by the parent and/or pediatrician. The form must include the name of medication, dosage and instructions for application.

Medications must have the child's first and last name, expiration date, be contained in the original manufacturer's container, detailing the manufacturer's name, strength, administration and storage instructions for the medication. All medications must be kept in locked storage out of the reach of children (including a child's tote bag or cubby). No medication may be self-administered.

Nut Free Policy

CCK is a nut-free facility, therefore all food at CCK must be NUT FREE. No nuts of any type are allowed in any food or lunches. Students who eat peanut butter at home before coming to school should make sure they wash their hands and face before leaving home. If your child eats a nut-product in the car on the way to school, it is your responsibility to wipe your child's hands and face before he/she enters the building.

Food Allergies/Sensitivities

We want to make sure your child is safe while at school and will take all standard precautions in order to provide a risk-free environment. Each child with a food allergy/sensitivity should have an Allergy Action Plan signed and completed by his/her doctor.

Each classroom will have a list of allergies along with a sign in the classroom that lists any food allergies/sensitivities in case of substitutes and/or visitors in the classroom.

If there is a concern about consumption of food in the classroom during birthday celebrations or special treats, the parent must provide an alternative snack or treat for his/her child. If a child has multiple food allergies/sensitivities, the Administration may ask the family to provide any snacks/treats for the child. If necessary, a meeting can be set up with your child's teacher prior to the start of school to make a safe plan for your child while he/she is at school.

Asthma Action Plan

An Asthma Action Plan must be signed and completed by his/her doctor for a child with asthma. This form outlines the health information that our staff needs including steps to take should your child's asthma symptoms change. Parents may get a copy of the Asthma Action Plan on the website or from the front desk staff.

Pet Policy

Pets or other visiting animals must be fully immunized and suitable for contact with children as documented by a veterinarian, animal shelter or Governing Agency. The Head of School or Assistant Head of School must approve any classroom pets or visiting animals.

Teaching staff supervise all interactions between children and animals as well as instruct the children on safe behavior when interacting with the animals.

Reptiles, including turtles, may not be classroom pets because of the risk of salmonella infection.

Buggy Rides

Walks on campus and in the immediate surrounding neighborhood are part of our Toddler and Two-Year-Old curriculum. The office will have the teacher's cell phone number and walk destination. Teachers will inform Administration when leaving campus with a group of children. Teachers take the classroom first aid backpack, emergency contact information, and have their cell phones turned on for the duration of the walks.

Off-Campus Field Trips

Field trips provide unique learning opportunities for our Four-Year-Olds and Kindergarteners. All field trips are approved by the Head of School prior to planning and communication to families. Once approved, Lead Teachers are responsible for communicating with families regarding details of upcoming trips and coordinating volunteer drivers.

Parents must sign the "Off Campus Field Trip Permission" section of the Consent/Release Form for their child to participate. Children should be supervised closely and accounted for at all times during field trips. All children must wear a nametag which includes "Christ Church Preschool and Kindergarten" and CCK's phone number.

Parent volunteers will provide transportation for field trips in their own personal vehicles. Parents transporting children will need to:

- Submit to a background check
- Provide a copy of their license
- Provide proof of insurance
- Complete Level 1 - Safe Church Training online

Teachers may not drive and/or use their personal car for field trips. Two adults must be present in any vehicle used to transport children on field trips. Each child must be in an age-appropriate and weight-appropriate child restraint device.