



Preschool and Nursery School Handbook 2016-17

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Mission Statement

The mission of Central Christian Academy is to assist the family and the local church in training Christian leaders. As these leaders grow intellectually and spiritually, they will be encouraged to develop to their fullest potential in Christ. These leaders will be “living stones” who will be used to rebuild the foundation of our society.

Mission Motto

“Educating tomorrow’s Christian leaders today!”

Purpose

Central Christian Academy Preschool is a vital part of the total ministry of the Central Assembly of God Church, Houston, Pennsylvania. Our purpose is to provide a quality preschool education in a Christ-centered environment, while meeting the needs of each individual student and strengthening the family unit. We will help each child to grow and develop to the maximum of his or her abilities cognitively, physically, socially, and emotionally. The staff will model Christian values and will strive to develop in each child the awareness of Jesus Christ.

Objectives

Work Habits

- To be interested in learning new things
- To participate in learning activities
- To follow directions (2 step, then 3 step)
- To respond well to teacher’s redirection
- To follow routines independently
- To work in small groups
- To work without disturbing others who are working
- To seek an appropriate share of the teacher’s attention
- To assist in clean up and put things in appropriate places

Listening/Speaking Skills

- To listen quietly to stories
- To lengthen attention span
- To respond to a story by answering questions
- To speak clearly
- To communicate in sentences
- To answer questions appropriately
- To communicate wants and needs
- To expand vocabulary
- To take turns speaking in a group

Bible

- To understand that God loves them
- To begin to develop godly values
- To memorize short Bible verses

Reading Readiness

- To recite the alphabet
- To identify upper and lower case letter names
- To identify his/her first name in print and learn to write it
- To identify letter sounds
- To classify likenesses and differences
- To sequence information
- To recognize opposites
- To develop spatial relationships

Math Readiness

- To recognize basic shapes
- To count to 10 (then to 20)
- To recognize numbers 1-10 (then 1-20)
- To identify size differences (big/little)
- To categorize objects by shape, color, size, and texture

Social/Emotional

- To show respect and concern for people and property
- To accept and respond to authority
- To play and share with others
- To achieve a good self-image
- To develop confidence in their God-given abilities
- To be happy and cheerful in school
- To have appropriate control over feelings and actions

Gross Motor (Large Muscles)

- To alternate feet on stairs
- To run, gallop, and jump in place (two feet together)
- To balance on left and right foot independently
- To hop on one foot
- To throw, kick, catch and bounce a large ball

Fine Motor (Small Muscles)

- To learn to use the following items appropriately: crayons, pencils, scissors, paint, glue, and Play-Dough
- To assemble appropriate puzzles
- To string beads
- To stack blocks and build with manipulatives
- To manipulate zippers, buttons, and snaps

Creative Arts

- To participate in music activities and group singing
- To learn colors
- To participate in art activities
- To develop ideas and create independently

Admissions and Withdrawals

Central Christian Academy is non-discriminatory in its student admission policy and will not refuse any student because of national origin, ethnic background or race. Children who are three, four, and five years old by the first day of school and are potty trained are eligible to be enrolled in one of our classes. A completed registration form, medical form, and copy of the child's birth certificate must be on file prior to the first day of school. In addition, an interview with the school director is highly recommended and the \$50.00 non-refundable registration fee must be paid. If at any time during the school year a parent finds it necessary to withdraw a student from school, please notify the director immediately. It will be necessary for the school to know the last date your child will attend school so that financial records may be adjusted.

Tuition

Preschool -----	\$1,241.15
Nursery School -----	\$960

Tuition can be paid:

- In full before July 5th (a 3% discount will be given).
- A payment of one half due by August 5th and one half due January 1st (a 2% discount will be given).
- Ten monthly payments through FACTS Management starting August 1st.

If you have questions or concerns, please call (724) 746-4900 extension 105 and ask to speak to our bookkeeper, Robin Ardeno.

School Hours

Preschool is held on Monday, Wednesday, and Friday each week

Morning Session 8:15 – 11:15 a.m.

Afternoon Session 12:00 – 3:00 p.m.

Nursery school is held on Tuesday and Thursday each week. 8:15 – 11:15 a.m.

Students should arrive between 8:15 and 8:30 a.m. each morning for school and between 12:00 and 12:15 p.m. each afternoon. Morning session students are to be picked up at 11:15 a.m. and afternoon session students are to be picked up at 3:00 p.m. Students should not be dropped off earlier than their scheduled time. Please check in with the teacher taking attendance at the door when dropping off your child. Children are not permitted to leave the school with anyone except a parent or other person designated by the parents. If someone other than a parent will be picking up your child, please give a written note to that effect to the teacher stating whether this is an on going arrangement or a one time event. **I.D. will be required.** If you are going to be late picking up your child, please call and let us know. If you are more than 10 minutes late, an additional fee will be charged.

Traffic Flow

For the safety of our students and to keep confusion to a minimum, you must enter the Scariot Lane entrance. **Do not** enter the parking lot from McGovern Road and drive through the

buildings. This is one way during school hours. Park in the large lot and walk your child into the building. Please enter through the white door with the *Child Development Center* sign on it. Go to the bottom of the steps and ring the bell for entrance. Because we are concerned about your child's safety, please keep your child at your side while walking through the parking lot and in and out of the building. The parking lot is a busy place throughout the day and is not a good place for children to play while parents talk. Please shut off your car and remove the keys each time you drop off or pick up your child. We ask that you **never leave a child unattended in the car, even for a moment.** Exit onto McGovern Road.

Emergency Closing and Delays

Central Christian Preschool utilizes the "School Announcement" automated system to notify parents regarding CCA delays, closings, and emergencies. When inclement weather is expected, parents should listen to radio stations WJPA 1450 or KDKA 1020, or watch WPXI-TV, KDKA-TV, or WTAE-TV concerning **Central Christian Academy, Houston, PA** being delayed or closed.

Should Central Christian Academy announce a 2 hour delay, morning preschool and nursery school will begin at 10:15 a.m. with a dismissal time of 12:15 a.m. and the afternoon session of preschool will begin at 1:00 p.m. with a dismissal time of 3:00 p.m.

Attendance/Absences

Regular attendance is expected unless the child is sick. Please let us know if your child will be absent more than 2 days. There are no refunds for absences from school.

Change of Address

Please notify the director and the bookkeeper anytime there is a change of address, phone number, or e-mail address so that we can update our database and all emergency information. This information should also be changed on RenWeb.

Dress Code

Children should be dressed in comfortable clothing that is suitable for indoor and outdoor play, as well as painting and using markers (we use permanent markers on art day). Each child should have a change of pants, underwear, shirt and socks at the school in a bag clearly marked with the child's name. All personal belongings, hats, coats, backpacks, etc. should be clearly marked with the child's name. We go outside in cool weather. Please dress your child accordingly. Flip flops are not good shoes for children to wear on the playground or on gym days.

Lost and Found

All articles found should be brought to the Director's office. There will be a lost and found box there where students may check for lost articles. Students should report any loss to the preschool director immediately. Items not claimed after two weeks will be donated to Washington City Mission. Nametags or marked labels will help us return lost articles to their owners.

Daily Schedule

The daily schedule is designed to be flexible and includes the following

- Arts and crafts
- Bible
- Free play
- Language development
- Snack
- Science
- Music and movement
- Number skills
- Outdoor play (weather permitting)
- Phonics
- Learning Centers

Health and Safety

The school will make every effort possible to protect the health and safety of the children. Your cooperation in helping to prevent the spread of communicable disease is of great importance. Keep your child home if they have a fever, cold or other symptoms of illness, or if they are too ill to participate in class. If your child becomes ill at school you will be notified to come and get your child. Any child who has a temperature of 100 degrees Fahrenheit or higher, is vomiting, or has diarrhea will be sent home. The child should **NOT** return to school until the vomiting and or diarrhea has stopped or the fever has subsided for **24 hours without fever reducing medication.** **Parents should notify the Director if their child contracts a contagious disease such as Chicken Pox, Lice, etc. The child must remain at home until treatment has been completed.**

Teachers are required to report all accidents to the director immediately. If the injured student is in need of immediate medical attention, designated staff persons who are certified in First Aid will provide assistance. Central Christian Academy staff will not treat any student beyond necessary immediate attention. Minor cuts, scrapes and bruises will be reported to parents on "Ouch Reports". The school requires that all children enrolled at Central Christian Academy be covered by a medical insurance policy. Central Christian Academy does not carry individual student insurance.

Medications

In general, the administration of medication to students while they are in school is to be avoided. Treatment schedules that allow doses to be given at home are preferred. However, when it is necessary (per doctor's orders) that medication is given during school hours, such medication will be administered.

If your child has an allergic reaction which may require medical treatment (i.e. bee stings or asthma), you must complete a medical release form giving us permission to administer inhalers or other specified treatments. It is the parent's responsibility to supply the necessary medication.

Procedure:

The following procedure will be followed when it becomes necessary for a student to take medication at school:

- The prescribed medication must be in its original container. The label on the container should have the doctor's name, name of medication, dose, and student's name.
- The child's physician will fill out the Administration of Prescription Medication Form.

- The completed Administration of Prescription Medication Form shall be maintained in the Preschool office for one year. At the conclusion of the year, the completed form will be destroyed.
- All medication will be discarded at the end of the school year by the preschool director if not retrieved by the parent/guardian within two weeks after school is out.
- It will be the responsibility of the parent/guardian to communicate with the preschool director on an ongoing basis concerning the child's health and medication needs.
- The preschool director will secure medication in the preschool office. The student will take their medication in the presence of a preschool teacher.
- A student should not be in possession of prescribed medication. Medications should not be left in backpacks on the coat rack where students have access to them.

Fire/Safety Drills

Fire/safety drills will be held during the year in order to familiarize the children with proper and safe procedures for emergency exit or lockdown. We will notify parents of fire/safety drill practice. If for any reason the preschool or nursery school must be evacuated, we will move the children to the Story Book Village Day Care Center at Central Christian Academy. The phone number is 724-746-4901.

Messages

Verbal messages will not be accepted from the children. Parents are requested to write a note to the teachers or call the preschool (724-746-4903). If an emergency occurs during school hours, please call. If we are unable to answer your call, just leave a message and we will call you back just as soon as we can. We will do our best to keep you informed about what is happening here at preschool. Feel free to talk with your child's teacher at any time. A newsletter will be sent home every month. Please check your child's mailbox regularly. Also, copies of the monthly newsletter, school calendar, and snack lists can be found on the parent bulletin board and RenWeb.

Personal Property

Children should not bring toys to school except on designated "Show and Tell" days. All toys brought to the school must promote good moral values. We want to promote toys and play that encourage a loving and peaceful Christian environment. Toys or figures that depict violent behavior are not allowed in school. All toys are subject to approval of the teacher. If your child brings a toy it will be put away immediately. Please do not allow your child to bring candy or gum to school anytime. All items should be labeled with the child's name (especially clothing).

Photographs

Individual and class photos are taken every fall. Details will be sent home regarding the packages available for purchase. Throughout the school year, faculty and staff will take photographs of the

students who attend Central Christian Academy. These photos will be used to promote various activities at the school. They may be placed on bulletin boards, in photo albums, the yearbook, and in the local newspapers.

If you do not want your child's picture taken, it is your responsibility to convey this information in writing to the Director on your child's first day of school.

Complaint or Problem Resolution

When circumstances arise which require resolution of a conflict, it is our desire to address matters promptly and directly with the persons involved. Observing the following guidelines will facilitate achieving a peaceable solution for all involved. (Matthew 18:15)

1. Every problem, complaint, offense, or question must first be brought to the person involved in private.
2. If the matter cannot be resolved, a conference should be scheduled with the director.
3. If this meeting does not prove satisfactory, the matter will be brought to the school Administrator for resolution.
4. If a verbal discussion does not prove satisfactory, the matter should be put in writing, signed by each person, and presented to the School Board. The School Board will address the matter at their discretion and make a final decision to be adhered to by all.
5. If the decision of the School Board is unsatisfactory to anyone, that person may be required to withdraw their student from the school.

Discipline

As a private Christian school, the academy must provide an environment for spiritual growth and development in order to prepare students for lives of vocation and service. To accomplish these objectives, students who attend the academy must comply with the rules and policies adopted by the school. The school provides a positive learning environment along with classroom rules. These rules will be enforced by the staff present.

Parents and teachers need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting. We will make every effort to work with the students and families regarding student behavior. Final discretion on expulsion will rest with the school board. If you have any questions about our procedures, please talk to your child's teacher or the preschool director.

Our behavior management system in preschool is a visual consequence based on our five rules.

- I am quiet when the teacher (or someone else) is talking.
- Keep your hands to yourself.
- Raise your hand to speak.
- Use walking feet in school.
- Use kind words.

Bullying

The Christian way of life presented at Central Christian Academy is summarized in the dual commandments to love God and to love neighbor as self. CCA is committed to our role in assisting parents in training our students in this Biblical manner with love and compassion at the center of this policy. Central Christian Academy recognizes that bullying of students has a negative effect on the educational environment. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by CCA. Bullying can also escalate into more serious violence. Therefore, CCA strives to offer all students an educational environment free from bullying.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, repeatedly or over a period of time that is severe, persistent or pervasive. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose and has the effect of the following:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
5. Spreading rumors about someone.
6. Leaving someone out on purpose or trying to get other kids not to play with someone.

Bullying, as defined in this policy, includes cyber-bullying.

School setting means in the school, on school grounds, in school vehicles, at any activity sponsored, supervised or sanctioned by the school.

CCA's School Board prohibits all forms of bullying by students.

The school board encourages students who have been bullied to promptly report such incidents to the teachers and administrator.

The school board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Field Trips

Field trips enhance the learning experience by offering opportunities not available in the classrooms. Only our preschool classes take field trips. **Permission slips must be signed and returned to the teacher or students may not attend the field trip.** Parents can use this time away from everything else to have some quality fun time with their preschooler. If parents are not able to attend with their child, a grandparent, aunt, or uncle is welcome to come along. Anyone accompanying a child on a field trip, coming to school for a class party, or volunteering in the classroom must have their clearances done through CCA and be on the approved volunteer list. **Children other than those attending preschool at Central Christian Academy are not allowed to attend preschool field trips.**

Special Events/Birthdays

Throughout the school year we will plan parties and special activity days to enhance classroom learning. Parents are encouraged to participate by helping or providing special snacks or activities. If you desire, your child may bring a special treat for his/her birthday (no cupcakes, cakes). Please help your child be considerate of the feelings of others in the planning and talking about birthday celebrations which will be held outside of school. If a party is planned outside of school, invitations may not be distributed in school unless all students in the child's class are invited. We are unable to give out student's personal information (phone number, address, etc).

Snacks

The daily snacks are provided by parents on a rotating basis. Enough snacks must be provided for the entire preschool or nursery school since all classes have snack together. Parents are encouraged to provide **nutritious** and safe snacks. We will supply napkins, cups, milk and water. Teachers may ask parents to bring a special snack that enhances the lesson or special activity. Some snack suggestions are crackers, pretzels, fruit, vegetables, etc... Please check with your child's teacher if in doubt about a particular item. **We are a "Peanut Aware" school and items containing peanuts should not be brought to school.**

Parent-Teacher League

Objectives: The objectives of this association shall be to promote the welfare of all of our students, and bring closer relationships between home and the school, that parents and faculty may cooperate in the training of the students to the glory of God.

It is the desire of the administration and faculty members that each parent actively participates in the Parent-Teacher League. Each parent is encouraged to share their suggestions and ideas with the principal in order to strengthen our school. The purpose of this organization is not to change school policy, but is to support Central Christian Academy in practical ways such as:

1. Attending all pre-announced meetings.
2. Assisting the teachers in practical ways, such as volunteering their time for classroom help, becoming a classroom parent, chaperoning class trips, donating food items for special events, etc.
3. Taking an active part in fund-raising events to help provide necessary equipment for our school facility. Your presence, ideas, and support will make a great difference in the quality of our school for your children.
4. Joining the Parent-Teacher League and participating in Parent-Teacher League events.

Policy Revisions

Policies may be revised periodically and will supersede any previous policies including those found in this handbook.