
Calvary Christian Academy

Preschool



**PARENT & STUDENT
HANDBOOK 2018 - 2019**

A LETTER FROM OUR DIRECTOR

Dear Parents,

It is our joy and privilege to be a part of the lives of your very special and precious children. Calvary Christian Academy Preschool is an important and valued ministry of Calvary Chapel San Jose. It is our desire to provide a place where you can feel confident that your child is in a safe, loving, and nurturing environment.

Our primary purpose is to bring glory to God in all that we do. We also strive to be a blessing to each child and their family. We do all that we can to fulfill this purpose. Our teachers and staff are filled with a love and passion for Jesus. We seek to integrate the bible throughout all our subjects, keeping a spiritual and academic atmosphere that edifies and nurtures our children. It is our prayer and our goal that all of our students will come away from CCAP with the love and knowledge for the Lord Jesus Christ and that our fun and loving school environment will instill in each child a love for school and for learning that will continue on with them throughout their lives. Being a part of your children's lives is a high calling. We are excited about the new school year and look forward to all we will do together.

In His Service,
Mrs. Melinda Tiopan
Preschool Director

WELCOME

On behalf of Calvary Chapel San Jose, we welcome you to Calvary Christian Academy Preschool. We are privileged to offer you and your child an excellent preschool program that honors God. Our preschool is also in good standing with and fully licensed by the State of California Department of Social Services.



Calvary Christian Academy Preschool has been blessed to partner with parents of San Jose and the surrounding communities in the education of their children for over 20 years. At CCAP, we believe that every child is a gift from the Lord and we strive to provide quality education that meets the needs of the whole child. We seek to integrate Christ throughout all our subjects, keeping a spiritual and academic atmosphere that edifies and nurtures our students. Our hope and prayer is to be a blessing to each student and their family and to bring glory to God in all that we do so that our students will learn to do the same.

It is our prayer and our goal that all of our students will come away from CCAP with the love and knowledge of the Lord Jesus Christ and that our fun and loving school environment will instill in each child a love for school and for learning that will continue on with them throughout their lives.

This handbook is designed to familiarize parents with the daily routines, policies, and procedures of our preschool.

PRESCHOOL OPERATING HOURS

Office: Monday through Friday 9:00am - 2:00pm during school days

Early Risers Morning Care: Monday through Friday 7:30am - 8:30am

Morning Drop Off: Monday through Friday 8:30am - 9:00am

Part Time Preschool Program: 9:00am - 12:00pm Morning
or 12:00pm - 5:30pm Afternoon

Afternoon Extended Care: 12:00pm - 5:30pm

Half Days: Select days, school ends at 12:00pm

CALVARY CHRISTIAN ACADEMY PRESCHOOL

1175 Hillsdale Avenue San Jose, CA 95118

Phone: (408)269-2222 Fax: (408)269-8341

Email: Preschool@calvaryca.org

Website: www.RecaptureEducation.org

"...do all to the glory of God." – 1 Corinthians 10:31

CALVARY CHAPEL SAN JOSE STATEMENT OF FAITH

WHAT WE BELIEVE

We believe...*that there is one living and true God, eternally existing in three persons, the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all and governs all.*

We believe...*that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.*

We believe...*in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.*

We believe...*in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teaching, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.*

We believe...*in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that he is an abiding helper, teacher and guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.*

We believe...*that all men are sinners by nature and choice and, therefore, under condemnation; that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration.*

We believe...*in the universal church, the living spiritual body, of which Christ is the head and all regenerated persons are members.*

We believe...*that the Lord Jesus Christ committed two ordinances to the church, 1) baptism and 2) the Lord's Supper. We believe in baptism by immersion and communion, open to all believers.*

We believe...*also in the laying on of hands for baptism of the Holy Spirit, for ordination of pastors, elders, and deacons, and for receiving gifts of the Spirit or healing.*

We believe...*in the personal, visible return of Christ to earth and the establishment of His Kingdom; in the resurrection of the body, the final judgment, and eternal blessing of the righteous and endless suffering of the wicked.*



CALVARY CHAPEL SAN JOSE STATEMENT OF FAITH

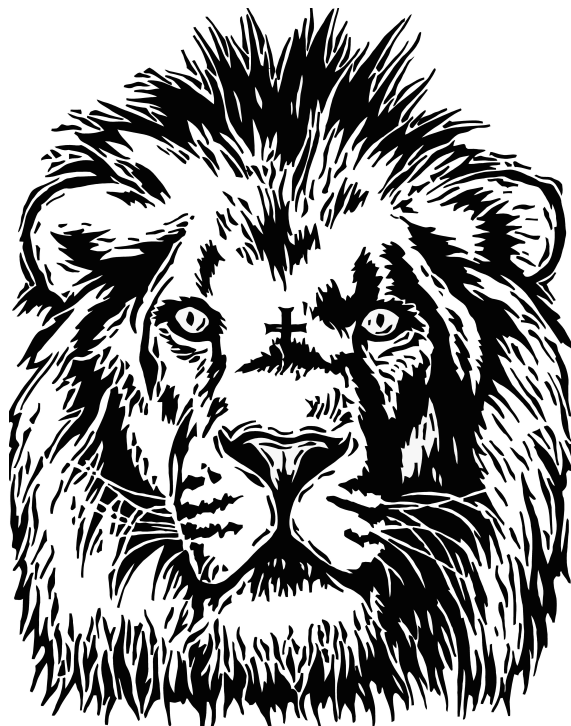
WHAT WE DON'T BELIEVE

We reject... extreme theological positions of both Calvinism and Arminianism. **We reject...** any teaching that Christians can be possessed by Satan or his demons. **We reject...** any "positive confession" teaching whereby God is required to heal or work miracles. **We reject...** the idea that Christian maturity is determined by the evidence of a spiritual gift. **We reject...** the overemphasis of signs and wonders to the exclusion of sound biblical teaching. **We reject...** human prophecy, which supersedes or bypasses scripture.

Our supreme desire is to know Jesus and to be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only their over-emphasis of the doctrinal differences that have led to the division of the body of Christ.

We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess and without which we have no right to claim ourselves as Christians.

Our vision is to know God and to make His love known!



PRESCHOOL PARENT INFORMATION

"Train up a child in the way he should go,
and when he is old he will not turn from it." Proverbs 22:6

Mission and Vision

Our Mission

The mission of Calvary Christian Academy is to educate the whole student within a Christian context of spiritual, social, mental, and physical development. As an extension of the ministry of the church, we exist to help students cultivate a relationship with God through Jesus Christ, to discover and encourage their gifts and to inspire each student to realize his or her full potential in serving God in spirit and in Truth.

Our Vision

Our vision is to prepare a generation of spiritually mature, physically equipped, and socially developed individuals for a life of opportunity and service to the glory of God.

Drop-Off and Pick-up

Early Risers

Early Risers is a program for students whose parents have an early work schedule. Students enrolled in the Early Risers program may be dropped off between the hours of 7:30am and 8:30am. Early Risers fees are as follows:

2 days a week T/TH \$40.00 per month

3 days a week MWF \$60.00 per month

5 days a week M-F \$100.00 per month

*Please note that these fees are in addition to your monthly tuition rate and are due along with your tuition on the first of every month.

Students not enrolled in Early Risers may join the program on a drop in basis as needed for \$5.00 per day.

Morning Drop-Off

Students not participating in the Early Risers program may be dropped off in the morning drop-off room in classroom 106 between 8:30am and 9:00am. Students dropped off prior to 8:30am will be added to the Early Risers Program for the day as a drop-in and their account will be charged accordingly. After 9:00am, students will be dropped off directly to their classroom. Items may be placed in the student's cubby at time of drop-off. Please note that the 3's preschool students will enter their class through the adjoining doors in room 106 as the outer door to their classroom will be locked.

During your child's first few weeks of school, we encourage a quick hug and kiss goodbye. Long and lingering goodbyes tend to make drop off time more difficult on the children. Afternoon Only Students may be dropped off in the Afternoon Enrichment Classroom at 12:00pm.

Morning Class Pick-Up

Morning class pick-up occurs at the student's morning classroom. Parents or persons on the child's authorized pick-up list will enter the classroom once the morning class is over, sign the child out on their sign in/out sheet, collect items from their cubby and art folder, and may then exit the classroom with the student.

Afternoon Class Pick-Up

Afternoon class pick-up occurs in the Afternoon Enrichment classroom or in the middle yard located behind the class if picked up during our outdoor playtime. Parents or persons on the child's authorized pick-up list will ring the door bell to enter the classroom during class time or will enter through the playground gate near the classroom during outdoor recess time. They will sign the child out on their sign in/out sheet, collect items from their cubby and art folder, and may then exit the classroom with the student.

Authorized Parent Pick-Up

Only parents/persons authorized by the parents in writing can pick-up a student from school. They must be on the school's authorized pick-up list and must present a photo ID. The authorized persons list is located on the Identification and Emergency information form in your enrollment packet and is filled out prior to your child's first day of school. If a person comes to pick up the student and they are not on the authorized release form, or we do not have written authorization from the parent, the student will not be released to that person until parental authorization is obtained. It is the responsibility of the parent to inform the preschool office when persons need to be added to or removed from the authorized pick-up list.

PRESCHOOL PARENT INFORMATION

Sign In/Out Policy

Each day, the person dropping off or picking up the student from school must sign them in/out on their sign in/out sheet, using their complete and legible signature. This is a requirement of State Licensing. Any fines incurred by State Licensing due to lack of signature will be billed to that family's account.

Locked Door Policy

Our preschool observes a locked door policy during school hours. Classroom doors will be locked from the outside while students are present. If dropping off or picking up your child during class hours, please ring the doorbell outside of the classroom and your child's teacher will let you in. The preschool office door will also be locked during school hours and the doorbells outside can be rung for assistance.

Monthly Communications

You will receive a monthly calendar, director's newsletter, and snack menu at the beginning of each month both in paper and in email. You will also receive a monthly class newsletter from your child's teacher containing upcoming events, the units of study in your student's classroom, class birthdays, holidays, and other important information.

Parent Information Board

There is a "Parent Information Board" located in each of the classrooms as well as in the center hallway. On these boards are posted upcoming events, monthly newsletters, monthly snack menus, monthly calendars, year calendar, daily schedule, and dates to remember.

Parent Teacher Communication

In addition to class newsletters, communications such asouch reports, incident reports, and notes from the teacher will be sent home as needed in your child's sign in/out binder. Parents can also communicate with their child's teacher in person before and after class as well as by email to your teacher's email address.

Parent Conflict

Any questions, concerns, or complaints regarding a student or a classroom issue are to be brought to the attention of the teacher. Together the parents and the teacher will work to remedy the situation. Parents may not approach any student, other than their own, to discuss any concerns they may have with that student. If after a meeting with the teacher a remedy is not reached, the parent and teacher will then meet with the director.

Please refrain from being critical on school matters in the presence of children. In accordance with Matthew 18, questions or concerns should be brought to the people involved in a quiet and constructive manner.

Snacks

The preschool will provide daily nutritious snacks consisting of at least 2 food groups in both morning and afternoon classes. Substitutions will be made to accommodate allergies.

Meals

Students attending the Early Risers and/or Afternoon Enrichment Class will bring their own breakfast/lunch from home to be eaten at meal times. Microwaves are available should students bring "heat up" food. Please use ice packs to keep cold foods cold until lunch time. Be sure to pack any needed utensils. Please do not pack candy, soda, or vitamins in your child's lunch box.

Parent Participation/Visitation

Parent Participation

We believe that it is important for parents to be involved in and excited about their student's preschool. Parents with special skills or talents are welcome to share them with their student's class. Please be sure to discuss this with your student's teacher in advance so that they can work you into the classroom schedule. We also encourage participation in our class field trips and preschool events.

Campus Visitation

All parents and other visitors on campus are considered guests and must stop at the school office to sign the guest log and obtain a guest badge before entering a classroom or any other part of the campus during school hours. (Excluding when dropping off/picking up a student). Any guest on campus not wearing a guest badge will be stopped and asked to return to the office to sign in and present proper identification, or to leave the campus. Calvary Christian Academy asks parents for their full cooperation to ensure our families receive the best protection we can provide.

School Dress

Clothing should be comfortable, modest, washable, and manageable for the child. Please dress your child appropriately for the weather. Due to safety concerns, girls should refrain from wearing ankle length dresses and skirts. Also, for modesty, girls must have on shorts/leggings when wearing dresses or skirts. Overalls, body shirts with snaps and belts are too difficult for children to manage themselves in the bathroom. Children must wear shoes to school that cover the toes and heels. For safety reasons, sandals, flip-flops, or rain boots should not be worn to school.

Each student must bring a set of spare clothes (pants/shorts, underwear, shirt, socks) in a gallon size zip lock bag labeled with their first and last name to be kept in their cubby throughout the year so that they will have clean clothes to change into in case of accidents or spills.

Children enrolled in both the morning and afternoon program are asked to bring an extra set of clothes to be kept in their afternoon cubby as well.

Student Belongings

To ensure that lost items be returned to their owners, we ask that all student belongings including outer wear, lunchboxes, backpacks, water bottles, etc. be labeled. Unlabeled items will be placed in the preschool lost and found box in the office. At specified dates throughout the school year, unclaimed items will be donated.

As toys can get lost or broken and can become a disruption in the classroom, they are not to be brought to school except on sharing days. A blanket and small stuffed animal may be brought for naptime. Guns and other toys of violence, or that are otherwise dangerous, will not be allowed at school.

Sharing Days

Unless otherwise noted, sharing days will be every week on the last day of the student's week. The students will be able to bring in one item from home that correlates with the letter or theme they are focusing on that week.

Birthdays

Children always enjoy celebrating their birthdays with their friends. Birthday treats are welcome. The children get a special birthday crown and a birthday gift and everyone sings to them. It is a very special day for your child and they truly enjoy themselves! Birthday treats will be served during the morning class snack time at 9:30am for AM students and during the afternoon class snack time at 2:30pm for PM students. Please confirm with your child's teacher prior to their birthday.

Preschool Events and Celebrations

A "Dates to Remember" form listing all preschool events for the school year will be given out during Back to School Night and will also be sent by email to all the preschool families and posted on the preschool section of our school website. These events include but are not limited to picture days, Thanksgiving parties, Christmas parties, Preschool Christmas Performance, and Graduation Performance. Families are always welcome to attend preschool events.

Field Trips

Throughout the school year, a number of special trips will be taken to expand on the area of study being focused on. A "Dates to Remember" form listing all preschool field trips for the school year will be given out during Back to School Night and will also be sent by email to all the preschool families and posted on the preschool section of our school website. Permission slips will be given out in advance and must be signed and returned along with fees (when applicable) to the preschool office by the specified dates. Late permission slips or changes to permission slips will not be accepted after the specified due date. Students attending field trips on non-scheduled days will need to be accompanied by an authorized parent or guardian. Field trips are a scheduled part of our preschool program. Alternative care will not be available for students not attending field trips on their scheduled day. Please note that field trip fees are non-refundable as payments are made ahead of time to the field trip locations.

Parent participation on field trips is encouraged and volunteer drivers are always appreciated. The role of a chaperone is to aide the teacher in supervising the students and assisting with fieldtrip activities. Those able to drive students other than their own will need to sign a volunteer driver form and provide a copy of a valid driver's license, car registration, and proof of insurance.

Unless otherwise noted, siblings are welcome to attend fieldtrips when accompanied and supervised by a parent.

Disaster Plan

CCA Preschool has taken the following steps to prepare if a disaster were to take place:

- . Staff trained in First Aid and CPR.
- . Monthly scheduled fire drills, earthquake drills, and lock down drills.
- . Each room equipped with a backpack containing emergency supplies.
- . Detailed emergency plan posted in the office and in each classroom.

In case of major earthquakes or other disasters, students will be evacuated from their classrooms to the back parking lot. Depending on the magnitude of the incident, the school may be closed until further notice.

In case you are unable to pick up your child immediately from the preschool or cannot be reached during an emergency, make sure that you have at least two or three people on your emergency contact list that can be contacted by the school.

Make sure that the person picking up your child is on your child's authorized pick up list, knows the school's evacuation procedure, and will be able to show a photo ID for the child to be released to their custody.

In case of emergency or disaster, please do not call the school. Telephone lines may be needed for emergency communication.

Parents and authorized adults may not pick up children until all students and staff are accounted for and the director approves the release of students. No exceptions. To help us protect your child during a disaster, please be patient with the release procedure.

Fundraisers

Box Tops for Education

If you would like to help us raise money for our school, you can do so by clipping and collecting Box Tops for Education! These can be turned in to the preschool office or in the Box Tops box on the bulletin board in the hallway between rooms 107 and 108.

PRESCHOOL ADMISSIONS

Admissions Standards

Admissions Policy

Students are admitted on the basis of space available in each class level. Calvary Christian Academy Preschool does not discriminate on the basis of race, color, national and ethnic origin, gender, or religion in the administration of its educational programs and admissions policies.

Please note: Acceptance into Calvary Christian Academy Preschool does not guarantee acceptance into the Elementary School, Middle School or High School.

Enrollment/Re-enrollment Timeline

New families may begin the application process for admission to the preschool in February concurrent with the Preschool enrollment period. Returning families will have the month of January to re-enroll for the next school year before enrollment is open to the public.

Re-Enrollment

Current Calvary Christian Academy students and their siblings are eligible for priority re-enrollment in the month of January preceding the applicable school year. During priority period, parents will be instructed on how to re-enroll. Re-enrollment registration fees are non-refundable and must be returned along with the re-enrollment contract to the preschool office on or before the deadline specified in the re-enrollment packet. Current students who do not re-enroll by the deadline as specified in the re-enrollment packet may lose their space for the subsequent year as new applicants are accepted. Re-enrollment may be denied if a student fails to meet Calvary Christian Academy's behavioral or academic standards, or if the student or parents have not complied with the policies and guidelines in this handbook. All financial obligations and responsibilities must be met in order for students to re-enroll.

Age Standards for Admission

Children between the ages of 3 years through 5 years old will be eligible for admission to Calvary Christian Academy Preschool. Children must be 3 years old by September 1st in order to be enrolled into our preschool program. They must be 4 years old by September 1st in order to be accepted into our Pre-K program. Promotions and retentions occur on a case-by-case basis.

Other Requirements for Admissions

It is *mandatory* that all children be toilet trained prior to attending preschool. The school's permit does not allow for diapers or "pull-ups" style training pants. We are licensed by the State of California Social Services, which requires that the following forms be on file for each child prior to the child attending class:

1. Identification and Emergency Information (Lic 700)
2. Consent for Medical Treatment (Lic 627)
3. Child's Pre-admission Health History (Lic 702)
4. Child's Physician's Report (Lic 701)
5. TB Test or Risk Factors not present (recorded by doctor on physician's report)
6. Up to date copy of Immunization Record
7. Receipt of Personal Rights Form (Lic 613)
8. Receipt of Parents Rights Form (Lic 995)
9. Yellow Emergency Index Card

Failure to return the mandatory forms will result in a delay of attendance.

PRESCHOOL ADMISSIONS

Schedule Change

A month's notice will need to be given for any changes to your child's schedule at any time after enrolling or before the end of the school year. In order to implement any schedule changes, an official change of schedule form will need to be submitted to the Preschool Office. Schedule changes will be made according to availability. A \$25.00 fee will be charged for any changes made to your child's schedule.

Student Withdrawal

The school year runs from the end of August to the end of May. If you should need to withdraw your child any time after enrolling or before the end of the school year, the preschool office must be given at least a full month's notice. An official withdrawal form will also need to be signed and dated by the child's parent prior to their last day. Please note that tuition deposits and enrollment fees are non-refundable. Tuition must be paid in full for the last month of attendance even if not attending for the full month. Tuition and fees will not be prorated.

Student Dismissal

At the discretion of the teacher and/or administration, a student may be dismissed from the preschool program for these or other reasons:

- . Failure to make scheduled tuition payments by the due dates
- . Failure to maintain current medical or immunization records
- . Inability of the student to achieve toilet training
- . Inability of the child to make the proper adjustments to preschool or is considered in any way to be a detriment to the other children or preschool program
- . Exhibition of parental behavior that is uncooperative with the policies of Calvary Christian Academy Preschool
- . Physical and/or verbal abuse of staff or children by student or parent

DISCIPLINE

Discipline

We never outgrow our need for discipline and pre-school students seem to require a consistent effort. We view discipline as a means of helping students learn appropriate behavior according to their emotional, intellectual, and physical development. The values established at this age will provide the foundation for the future decisions that your child will make. We know the importance of encouraging good behavior and will work with your child to be positive, reasonable, and consistent as we strive to change undesirable behavior and mold character. Discipline is not a punishment, rather it is a tool that can be used to learn accountability and to shape desired behavior.

Corporal punishment is never an option at Calvary Christian Academy. Positive reinforcement, when used effectively, will help students to see the relationship between their behavior and consequences so that they can learn to make good choices and to develop self-control. However, when a student's behavior is not appropriate (kicking, biting, taking something from another student, hitting, inappropriate language, etc) our staff is trained to handle those situations in such a way that a negative pattern does not continue to develop. Some examples of discipline that are used include: explaining clear and consistent rules to the children, re-directing behavior, talking with the child and explaining how their behavior is affecting the other children in the class, "taking a break" from the normal classroom routine, and working with the parents so that they can help to be a part of the discipline process. We are here to partner with you as you train and build character in your child.

Parents shall refrain from reprimanding students other than their own while on school premises.

The preschool will send a child home for the day when unsafe behavior continues after appropriate corrective procedures have been taken.

Continued negative behavior that will warrant a call from the Director/Administration, and could result in a parent/director conference is as follows:

- . Biting, kicking, or hitting another child, staff member, or volunteer
- . Running away from teacher
- . Using foul language or swearing

If a child's behavior does not improve, the child may be placed on probationary enrollment or enrollment may be terminated at the discretion of the director.

HEALTH AND WELLNESS

Absence and Illness

Please call the preschool office if your child will not attend school on their scheduled day due to illness or planned absence.

Children may not attend school if they are ill, have a fever, persistent cough, green runny nose, vomiting, or diarrhea. **We cannot accept a child back to school until they have been free of the above symptoms for a full 24 hours.**

If your child is diagnosed with a communicable disease (i.e. strep throat, scarlet fever, chicken pox, lice, fifth disease, impetigo, pink eye, etc.) please notify the preschool office immediately so that an exposure notice may be sent out to the preschool families.

Calvary Christian Academy Preschool Exclusion Guidelines for Health Reasons

Signs and Symptoms	Action	What Needs to be Done
Head Lice/Nits (untreated)	Exclude	May return once treatment has finished and lice/nits are completely gone.
Runny Eyes a. Watery red eyes b. Yellow-green discharge from eyes c. (one episode) Yellow-green discharge reappears	Observe Observe Exclude	No action needed. Clean discharge from eyes and observe for more. May return 24 hours after first application of medicine.
Earache, Runny Ear (No tubes)	Exclude	Requires doctor's note and medicine to return.
Sore Throat a. First complaint b. With fever	Observe Exclude	Watch for other symptoms. Temperature taken. Requires doctor's note to return.
Rashes a. First noticed b. Increase in severity c. Skin sores; weepy, scaly	Observe Exclude Exclude	Observe for one hour and watch for spreading. Requires a doctor's note to return. Must have medicine and covering for sores to return.
Fever 100.00 and up	Exclude	May return after temperature is normal for 24 hours.
Respiratory a. Uncontrolled coughing and/or sneezing b. Green mucus from nose or mouth c. Difficult or rapid breathing	Exclude Exclude Exclude	May return when coughing and sneezing is controlled. May return when mucus is clear or with a doctor's note. Requires a doctor's note to return.
Abdominal Pain a. First complaint b. If pain continues for more than 2 hours	Observe Exclude	Watch for nausea, vomiting, or diarrhea. Temperature taken. May require a doctor's note to return.
Vomiting a. One very small amount without fever (such as from choking or gagging) b. One large episode with or without a fever	Observe Exclude	Observe for further symptoms. Temperature taken. May return 24 hours after last episode of vomiting.
Loose Bowel Movement (stool) a. One episode with fever b. Two or more episodes without fever	Exclude Exclude	A) May return after temperature is normal for 24 hours. B) May return 24 hours after last loose bowel movement

Watery, Runny Bowel Movement (diarrhea)	Exclude	May return 24 hours after last watery bowel movement.
Antibiotic Therapy	Exclude	May return 24 hours after first dose of medication.

HEALTH AND WELLNESS

Medication

Physician-prescribed and over the counter medicine shall be administered only with the written authorization of the student's physician and or parent. This includes inhalers, nebulizers, or epi-pens in the case of emergency. Parents must complete and sign a consent form to be kept in the student's file. These forms are available in the school office.

Allergies and Health Restrictions

For the safety of your children, please be sure to list your child's food and medication allergies as well as health restrictions in the enrollment paper work. Please inform your child's teacher and the preschool office right away if new allergies or health restrictions are discovered throughout the school year.

PRESCHOOL TUITION AND FINANCIAL POLICY

Calvary Christian Academy Preschool operates solely on the tuition paid from parents of enrolled students.

Calvary Christian Academy Preschool 2018-2019 Financial Policy

Enrollment Fees

Preschool enrollment fee:

- \$ 50.00 Application Fee (non-refundable)
- \$100.00 Registration Fee (non-refundable)
- \$ 100.00 Materials Fee (non-refundable)
- \$ 35.00 Bedding for Full Day students

Tuition Deposit: August 2018 (non-refundable) (first month of the school year)

2 days a week	Part-time	\$167.50	Full-Day	\$217.50
3 days a week	Part-time	\$217.50	Full-Day	\$295.00
5 days a week	Part-time	\$320.00	Full-Day	\$450.00

Monthly Preschool Tuition

Half-Day (9:00am – 12:00pm / 12:00pm-5:30pm)

2 days a week T/TH	\$335.00 per month
3 days a week MWF	\$435.00 per month
5 days a week M-F	\$640.00 per month

Full-Day (9:00am – 5:30pm)

2 days a week T/TH	\$435.00 per month
3 days a week MWF	\$590.00 per month
5 days a week M-F	\$900.00 per month

Early Risers (7:30am -8:30am) In addition to monthly tuition payment

Drop-in day	\$5.00 per day
2 days a week T/TH	\$40.00 per month
3 days a week MWF	\$60.00 per month
5 days a week M-F	\$100.00 per month



Late Payments

Upon enrollment to Calvary Christian Academy Preschool, tuition payments must be received in the preschool office, via mail, or through the school drop box by the 1st of each month. A 5 day grace period will be granted. If your payment is not received by the 5th of the month, a \$25.00 late fee will be applied. Tuition payments must be paid in the month that it is due. Payments are credited to the oldest charges first. This includes any unpaid late fees.

Summary of Financial Information

The following is a summary of the various fees that may be charged by Calvary Christian Academy Preschool.

Late Pick-Up Fee

Any child picked up after their scheduled time will be assessed a late pick up charge. We will not waive any late fees.

0 - 10 Minutes	\$20.00 per child
11 + Minutes	Additional \$1.00 per minute per child

The time is determined by cell phone clock, not a parent's watch. Authorities will be notified if your child has not been picked up by 6:30 pm.

****Children will not be released to any unauthorized persons****

Tuition

Payments for tuition must be submitted directly to CCA Preschool by the first of every month through the school office, drop box, or by mail. If you send your tuition payment by mail please address the envelope to CCA Preschool. Please allow enough time for the payment to reach CCA Preschool before the due date. Preschool tuition may be paid by cash or check. Please make checks payable to CCA or Calvary Christian Academy. **If the payment is not received by the 5th, a \$25.00 late fee will be charged to your account.**

Early Risers Drop-In

Early Risers takes place daily from 7:30am – 8:30am. If you are not signed up for Early Risers but would like to come for a drop-in day, the fee is \$5.00 per day. Please note, if you drop off your child prior to 8:30am, a \$5.00 fee will be charged to your account. Students who attend Early Risers regularly will be charged on a monthly basis.

Preschool Drop-In

Preschool drop-in days are based on availability. We request a 24 hour advanced notice in order to confirm if we are able to accept your child for a half-day or full day. Fee for a half-day is \$20.00 and a full day is \$40.00.

Naptime Bedding Fee

If your child is in the Extended Enrichment class you will need to bring their bedding at the beginning of each week and take home at the end of each week to launder. If your child's bedding is forgotten, we will provide borrowed bedding and a fee of \$5.00 will be charged to your account.

Emergency Lunch

If your child is in the Extended Enrichment class you will need to bring a lunch for them. In cases where a lunch is not brought in we will provide a lunch for your child and a \$5.00 fee will be charged to your account.

Schedule Change Fees

A \$25.00 fee will be charged for any changes made to your child's schedule. Schedule changes will be made according to availability.

Field Trips

You will be notified of all field trips and their costs in advance. **The non-refundable fee for the field trip will need to be turned in with the signed permission slip directly to the Preschool Office or through the office drop box by the due date listed on the permission slip.** In the beginning of the school year your child will be issued a Preschool field trip t-shirt. Please be sure to dress your child in their field trip t-shirt on field-trip days and follow any other additional dress code guide lines that may be noted in the permission slips. **We will provide a spare field trip t-shirt for those who have forgotten to wear their shirt on field trip day and a \$5.00 fee will be charged to your account.**

Curriculum

It is our goal at Calvary Christian Academy to instill in our preschoolers a love for learning that will continue throughout their lives. Our age appropriate curriculum and hands-on learning activities will teach them new concepts in fun and engaging ways. We have been so blessed to hear from the very mouths of our precious little ones that "school is fun!"

Bible

What a joy it is for us to share the love of Jesus with your children! All of our staff love the Lord and are glad to share this love with their students. Our teachers lovingly model and encourage our students to follow the ways of the Lord in their classrooms through daily devotions, scripture memorization, praise and worship songs, prayer, and Biblical application. We will focus on a different Bible passage each week from The Beginners Bible and will memorize a new scripture verse every month. We will also enjoy Chapel Time every Wednesday morning, where the classes will take turns leading in worship songs and will learn the weekly Bible lesson from our Pastoral Staff.

Writing

Our classes will be using the Handwriting Without Tears curriculum. This curriculum develops coloring, drawing, counting, and handwriting readiness through music and multi-sensory learning materials. Our preschoolers will enjoy forming letters with wood pieces, play dough, chalk, and magnet boards. Our 3 Year Old class will be developing their skills with the Preschool Handwriting Without Tears Workbook and our 4 Year Old classes will be using the Kindergarten Workbook. HWOT has won the Distinguished Achievement Award for the best children's curriculum as well as the Teacher's Choice award from Learning Magazine.

Phonics

Our classes use both SWR and the Zoo-Phonics curriculum to teach the children the sounds and shapes of the alphabet through animal characters and body movements. The Zoo-Phonics program fully involves the child's eyes, ears, mouth, and body as they learn phonemic awareness, the alphabet, and how to create words. The SWR program expounds on the various sounds of each letter and teaches the beginning rules of the English language.

Science

Our students will experience fun hands-on activities in the areas of Physical Science, Life Science, Earth and Space Science, Science and Technology, Nature, and Weather. We encourage children's curiosity, exploration, and problem solving skills through our age appropriate Science experiences.

Social Studies

Our students will learn about the world in which they live through a variety of ways. We will explore our community through field trips, visits from resource persons from the community, literature, dances, songs, games, maps, cooking projects, and art activities. We will also enjoy Missions month where we will learn about different cultures, pray for all the countries of the world, and raise money for missions!

Math

Our classes use math concepts throughout the day. We sing songs with mathematical ideas, read books that showcase math, and build with blocks and manipulative toys where children practice their skills in spatial awareness, number and operations, and patterns and measurement. In addition to everyday activities our 3 Year Old class will be using HWOT to introduce numbers and counting skills.

Our 4 Year Old classes will be using the Horizons Math curriculum. Horizons Math teaches beginning math concepts through fun hands-on activities that actively engage children in the learning process.

Music and Movement

Music is a universal language and is an important way to be part of our diverse culture. Music and Movement is a daily part of our program. Our students will enjoy expressing themselves as they dance, sing, and play instruments. We also use songs as a way to aid our preschoolers in their memorization skills.

Art

Art is a way to express feelings and understanding. At CCAP, we daily give our students the opportunity to enhance their artistic and creative development. Children will use a variety of art media to draw, paint, print, mold, and create. This gives them the opportunity to be the creator of their work and to express their own ideas.

Play

Play is such an important part of a child's life. Play supports the physical, social, and emotional development in children. Through play, children develop ways of expressing their emotions and ideas, learn problem solving skills, and create positive relationships with other children. At CCAP, we encourage play through construction toys, dramatic play, manipulatives, art materials, puzzles, books, water, sand, sensory tables, climbing structures, large motor skill toys, and the outdoors. Most importantly, we allow children the time they need to engage in meaningful play.

Cooking

Cooking in the classroom is always a favorite! Our students will enjoy baking, creating, putting together, and tasting new and exciting foods. These activities will also teach the children healthy eating habits to take care of the bodies God gave them! In our cooking lessons, children will build skills in grating, scooping, and pouring. They will develop math skills while exploring quantity, weight, measurement, size, transformations, and concept of time. They will develop literacy awareness as they follow the recipes and will learn new vocabulary as cooking has a language of its own!

Assessments

Assessments will be done twice a year, once in October and once in April, for all the students of CCA Preschool. Assessments are not tests, but rather are tools that help us as educators to better understand and meet the academic, social, and physical needs of our students. Parents will receive a copy of each assessment.

Morning Schedule**7:30am – 8:30am Early Risers/Early Morning Extended Care:**

Free Play: breakfast from home (optional), open ended art, dramatic play, floor toys, manipulative toys, puzzles, books, board games, etc.

8:30am – 9:00am Morning Drop Off:

Free Play: open ended art, dramatic play, floor toys, manipulative toys, puzzles, books, board games, group games, group songs and activities, etc.

9:00am – 9:30am Morning Circle Time:

Open in song and prayer to the Lord, morning greeting song, calendar, theme and letter related books, games, songs, flannel board activities, puppets, music and movement, instruments, charts, discussion, color activities, math and number activities, phonics, letter activities, shape activities, flash cards, etc.

9:30am – 11:00am Snack/Academic Learning Activities/Learn through Play:

Snack, arts & crafts, math, science, literature, language arts, open-ended art, cooking, dramatic play, fine motor skill play activities, learning games, etc.

11:00am – 11:15am Bible Time:

Interactive Bible lessons, reading from the Bible, acting out Bible lessons, puppets, Bible games, Bible arts & crafts, worship songs and dance.

*Chapel on Wednesdays from 9:30am–10:00am

11:15am – 11:50am Outdoor/Gym Play: (weather permitting)

Balls, chalk, bubbles, frisbees, hula hoops, play structures, sand box and sand toys, sensory table, teeter totter, swings, slides, parachute games, jump rope, play house, group games, walking buckets, etc.

11:50am – 12:00pm Ending Activities:

Restrooms, wash hands, water, group time: songs, review, games, goodbye activities

12:00pm Morning Pick up:

Morning Part-Time Students leave for the day; Extended Care Students go to EC class for lunch

Afternoon Schedule**12:00pm – 1:00pm Lunch, Free Play, and Prepare for Nap:**

Wash hands, lunch prayer, eat lunch, play with toys and games, use the bathrooms and wash hands

1:00pm – 2:00pm Nap Time:

Bed time prayer, bedtime story, listen to soothing music, rest/sleep

2:00pm – 2:30pm Wake up/Quiet Play/Afternoon Snack:

Wake up, quiet play, books, fine motor activities, snack

2:30pm – 3:30pm Enrichment Activities:

Science/Cooking, Art, Music/Instruments, Spanish, Singing

3:30pm – 4:00pm Afternoon Circle Time:

Songs, games, books, Bible story, flannel board activities, puppets, music and movement, instruments, charts, discussion, language, color activities, number activities, letter activities, shape activities, flash cards, etc.

4:00pm – 5:00pm Outdoor/Gym Play: (weather permitting)

Balls, chalk, bubbles, frisbees, hula hoops, play structures, sand box and sand toys, sensory table slides, parachute games, jump rope, play house, group games, walking buckets, etc.

5:00pm – 5:30pm End of the Day Activities:

Wash hands, board games, coloring, table activities, books, extended care students leave for the day.

PARENT HANDBOOK ACKNOWLEDGMENT

Parent Handbook Acknowledgement Form

I acknowledge having received and read the Calvary Christian Academy Parent & Student Handbook. I agree with and support all of the policies and guidelines outlined in this handbook. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Calvary Christian Academy Preschool reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice as it deems necessary or appropriate.

Student Name(s): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return completed form to the preschool office.

