
Calvary Christian Academy

Preschool



**PARENT & STUDENT
HANDBOOK 2026 - 2027**



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 focus 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 8:30am - 3:00pm during school days

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

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

Morning Program: Monday through Friday 9:00am - 12:00pm

Afternoon Extended Care: Monday through Friday 12:00pm - 5:30pm

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

CALVARY CHRISTIAN ACADEMY PRESCHOOL

1175 Hillsdale Avenue San Jose, CA 95118

License Number: 430710384

Phone: (408)269-2222

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

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.

Early Risers

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 \$60 per month

3 days a week MWF \$85 per month

5 days a week M-F \$120 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 \$15.00 per day.

Morning Drop-Off

Morning drop-off is between 8:30am and 9:00am. We would love for your child to join us for some play and socialization time before morning class begins at 9:00am.

Morning Drop-Off Procedure

Drop-off will take place outside the morning classrooms.

A table will be set up outside each classroom with the sign in/out binder. Please sign with your full name (not initials) and the time. After signing in, please ring the doorbell and we will open the door to receive your child from you.

Morning Class Pick-Up

Morning class pick-up time is at 12:00pm and will take place outside of your child's classroom. Please sign out with your full name (not initials) and the time.

After signing your child out for the day, please ring the doorbell and wait for the teacher to walk your child and their belongings over to you.

Afternoon Class Pick-Up

Afternoon class pick-up time is between 12:00pm and 5:30pm and will take place outside the Busy Bees 4's Pre-Kindergarten classroom (room 6) for the M-F full day 4's Pre-Kindergarten students and outside the Soaring Eagles 3's Preschool classroom (room 5) for the 3's Preschool students and MWF & T/TH full day students and 4's Pre-Kindergarten students. You may also pick up your child outside the middle yard located behind the class if pick up is during their outdoor playtimes. If you pick up after 4:30pm, your child will be in the Busy Bees classroom (room 6) for pick up. Please sign out with your full name (not initials) and

PRESCHOOL PARENT INFORMATION

after signing your child out for the day, please ring the doorbell and wait for the teacher to walk your child and their belongings over to you.

Authorized Parent Pick-Up

Only parents/caregivers 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 a 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 parents to inform the preschool office when caregivers need to be added to or removed from the authorized pick-up list.

Sign In/Out Policy

Each day, the person dropping off or picking up the student from school must sign them in/out on the student's 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. A table will be set up outside each classroom beside the entrance door with the sign in/out binder. Please also be sure to sign in/out on the correct day your child is attending class.

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. When dropping off or picking up your child during class hours, please ring the doorbell outside of the classroom and your child's teacher will assist you. 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, snack menu, and director's newsletter at the beginning of each month both in paper copies and by 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 the preschool office and in the center hallway. On these boards are posted upcoming events, monthly newsletters, monthly snack menus, monthly calendars, school year calendar, daily schedule, and dates to remember.

Parent Teacher Communication

In addition to class newsletters, communications such as touch 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 the 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 mealtime. Be sure to pack any needed utensils. Please do not pack candy, soda, or vitamins in your child's lunch box.

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 child's class. Please be sure to discuss this with your student's teacher in advance so 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 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.

Dress Code

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, slides and flip-flops should not be worn to school. We require that students wear clothing that reflects their gender, cross dressing is prohibited. Deuteronomy 22:5

PRESCHOOL PARENT INFORMATION

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.

Nail Polish: As we continuously seek to better prepare our students for what they will encounter at our sister school, CCA, we ask that students refrain from coming to school with their nails painted. Nail polish can cause a distraction in the classroom, and this policy mirrors our sister school CCA's no nail polish policy.

Student Belongings

To help drop-off and pick-up time run smoothly, student belongings (water bottles, lunch boxes, etc.) should be stored together in a bag or backpack. Nap-time bedding may be stored in a separate bag if needed.

Student belongings will be kept in their own individual cubbies while at school.

To ensure that lost items can be returned to their owners, we ask that all student belongings including outer wear, lunchboxes, backpacks, water bottles, etc. please be labeled. 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 nap-time. 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 student's last day of the 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. The birthday student will get a special birthday crown, a birthday gift and everyone will sing to them. Store bought birthday treats in original packaging are welcome and will be enjoyed during the morning snack time. Please reach out to your child's teacher prior to their birthday to make arrangements.

Preschool Events and Celebrations

Parents will be provided with a "Dates to Remember" form listing all preschool events for the school year. These events include, but are not limited to, picture days, class field trips, Preschool Christmas Performance, and Graduation/Promotion Ceremony.

Field Trips

Special trips will be taken in the Fall and Spring. A "Dates to Remember" form will be given to parents listing the field trips for the school year. Additional details and permission slips will be given out in advance and would need to 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 would need to be accompanied by an authorized parent or guardian. The field trips will be 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 will be made ahead of time to the field trip locations. Parent participation on

PRESCHOOL PARENT INFORMATION

field trips is always welcome! Unless otherwise noted, siblings will also be welcome to attend field trips 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 the event you are unable to pick up your child immediately from the preschool or cannot be reached during an emergency, you should 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.

PRESCHOOL ADMISSIONS

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 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 re-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.

PRESCHOOL ADMISSIONS

Re-Enrollment

Current Calvary Christian Academy Preschool students are eligible for priority re-enrollment in the month of January preceding the applicable school year. During the 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.

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. Parent Handbook Acknowledgement Form

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

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 \$30.00 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 beginning of June. 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
- 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

We never outgrow our need for discipline and preschool students 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 they can 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 a 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.

Daily Health and Wellness Checks

A visual inspection for symptoms of illness will be conducted for each student prior to entering the classroom.

*Please be sure to follow our health and wellness policy and exclusion guidelines as listed in our CCA Preschool Student and Parent Handbook.

Cleaning and Disinfecting

To help foster a safe and healthy environment, we will be following our daily routine of cleaning and disinfecting tables, chairs, commonly touched items/surfaces, and high touch areas throughout the day; daily cleaning the toys/activities/teaching materials with a natural disinfectant frequently throughout the day; and having our classrooms professionally cleaned nightly.

We will also be conducting a deep cleaning of the classrooms and power washing the outdoor playground equipment prior to the first day of school.

Hand Washing and Hygiene

To help prevent the spread of germs, children and staff members will wash their hands frequently throughout the day. This will be done upon entering the classroom, before and after eating, before and after cooking activities, after using the restroom, before and after recess, after coughing/sneezing/blowing their nose or touching their eyes/nose/mouth, before going home for the day, etc.

Students will be instructed and encouraged to cough/sneeze into their elbow and to avoid touching their faces.

Staff members will wear gloves while cleaning and when preparing/serving snacks and meals.

Absence and Illness

Please call or e-mail 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 have exhibited symptoms of illness or have had any form of contagious illness within the past 48 hours.

Students may return to school 48 hours after improvement of symptoms and resolution of fever (without the use of fever reducing medication).

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.

Should your child begin to show symptoms of illness while under our care, we will take steps to isolate your child from the other children and will keep them comfortable until someone arrives to pick them up.

*Should you receive a call to pick up your child due to illness, you must make arrangements for your child to be picked up immediately.

If your child is sent home due to illness, they must be symptom and fever free for 48 hours **(without the use of fever reducing medication)** before they may return.

In some cases, a medical release form from a health care provider may be required for your child to return.

Calvary Christian Academy Preschool Exclusion Guidelines for Health Reasons

Signs and Symptoms	Action	What Needs to be Done
Abdominal Pain a. First complaint b. If pain continues for more than 2 hours or accompanied by fever or other symptoms	Observe Exclude	Watch for nausea, vomiting, or diarrhea. Temperature taken. Parents should contact physician and follow prescribed treatment. May return after pain has subsided and/or treatment has been started.
Chicken Pox (Varicella)	Exclude	May return after all lesions have dried or crusted and no new lesions have appeared for 24 hours.
COVID-19 a. Exposure b. Symptoms of illness or positive test	Observe/ Exclude Exclude	Follow the current "Guidelines for Covid-19 Exposures For Children in Child Care". Follow the current "Covid-19 Child Care Guidance When A Child Is Feeling Sick Or Tests Positive".
Diarrhea a. One episode with fever b. Two or more episodes without fever	Exclude Exclude	May return 24 hours after last episode and after temperature is normal for 48 hours without the use of fever reducing medication. May return 24 hours after last episode.
Earache a. First complaint b. Pain lasts more than 2 hours and/or is accompanied by fever or other symptoms	Observe Exclude	Watch for other symptoms. Temperature taken. Parents should contact physician and follow prescribed treatment. May return after pain has subsided and/or treatment has been started.
Fever with or without change in behavior or additional symptoms 100 degrees and up	Exclude	May return after temperature is normal for 48 hours without the use of fever reducing medication.
Head Lice/Nits (untreated)	Exclude	May return once treatment has been completed and lice/nits are gone.
Measles	Exclude	May return after four days since onset of rash.
Mumps	Exclude	May return after five days since onset of parotid gland swelling
Pertussis	Exclude	May return after five days of appropriate antibiotic treatment
Rashes a. First noticed b. Increase in severity, pain/itchiness, fever c. Skin sores; weepy, scaly	Observe Exclude Exclude	Observe for one hour and watch for spreading. Parents should contact physician and follow prescribed treatment. Must have medicine and covering for sores to return.
Respiratory a. Uncontrolled coughing and/or sneezing b. Difficult or rapid breathing	Exclude	Parents should contact physician and follow prescribed treatment. May return with doctor's clearance and when breathing is normal. *A doctor's note will be required to return from respiratory issues.

Runny Eyes a. Watery red eyes b. Yellow-green discharge from eyes c. Re-appearing discharge accompanied by redness & pain in eyes	Observe Observe Exclude	No action needed. Clean discharge from eyes and observe for more. Parents should contact physician and follow prescribed treatment. May return once treatment has been started.
Sore Throat a. First complaint b. With fever or other symptom	Observe Exclude	Watch for other symptoms. Temperature taken. Parents should contact physician and follow prescribed treatment. If strep throat, may return to school after second dose of antibiotic.
Tuberculosis	Exclude	Must be on appropriate treatment. Requires doctor's note to return.
Vomiting a. One episode without fever (such as from choking or gagging) b. Two or more episodes with or without fever	Observe Exclude	Observe for further symptoms. Temperature taken. May return 24 hours after last episode of vomiting and after temperature is normal for 24 hours without the use of fever reducing medication.

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.

Calvary Christian Academy Preschool Financial Policy

Preschool Enrollment Fees:

- \$ 50.00 Application Fee (non-refundable)
- \$ 350.00 Registration & Materials Fee (non-refundable)
- \$ 50.00 Bedding Fee for Full-Day students

Monthly Preschool Tuition

Half-Day (9:00am – 12:00pm)

2 days a week T/TH	\$445.00 per month
3 days a week MWF	\$560.00 per month
5 days a week M-F	\$835.00 per month

Full-Day (9:00am – 5:30pm)

2 days a week T/TH	\$565.00 per month
3 days a week MWF	\$765.00 per month
5 days a week M-F	\$1,175.00 per month

Tuition

Payments for tuition must be submitted directly to CCA Preschool by the first of every month through the preschool school office, drop box, or by mail. Preschool tuition may be paid by cash or check. Please make checks payable to CCA or Calvary Christian Academy. 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. Please note that tuition is due in full and will not be prorated for holidays, family attendance, school closures, or early withdrawal.

If the tuition payment is not received by the 5th, a \$30.00 late fee will be charged to your account.

Summary of Financial Information

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

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 \$30.00 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.

Late Pick-Up Fee

Any child picked up after their scheduled time will have a late fee charged to their account.

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****

Preschool Drop-In

Preschool drop-in days are based on availability for currently enrolled students. We request at least 24 hours advanced notice in order to confirm if we are able to accept your child for a half-day or full-day. The fee for a half-day is \$30 and a full-day is \$60.

Nap-time Bedding Fee

Nap-time bedding will be sent home at the end of each week to be laundered and returned at the beginning of the following week. 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

In cases where student lunches are forgotten, a school lunch will be provided for your child and a \$5.00 fee will be charged to your account.

Schedule Change Fees

A \$30.00 fee will be charged for any changes made to your child's schedule. Schedule changes will be made according to availability.

CURRICULUM

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. We will also memorize a new scripture verse every month.

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, Nature, and Weather. We encourage children's curiosity, exploration, and problem solving skills through our age appropriate Science experiments.

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 in March and 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 the fall and once in the winter, for all the students of CCA Preschool. Assessments are not tests, but rather 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.

DAILY SCHEDULES

Morning Schedule

4's Pre-Kindergarten Classes

8:30am – 9:00am Early 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.

11:15am – 11:50am Recess:

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

*In separate playgrounds

11:50am – 12:00pm Ending Activities:

Restrooms, wash hands, water, group time: songs, review, games, good-bye activities

12:00pm Morning Pick-up:

Morning Part-Time Students leave for the day
Extended Care Students go to Afternoon Class

3's Preschool Class

8:30am — 9:00am	Early Morning Drop-Off
9:00am — 9:30am	Morning Circle Time
9:30am — 10:25am	Snack/Learn Through Play
10:25am — 11:00am	Recess
11:00am — 11:15am	Bible Time
11:15am — 11:50am	Academic Learning Activities
11:50am — 12:00pm	Ending Activities
12:00pm	Morning Pick-up

Afternoon Schedule

12:00pm – 1:00pm Lunch/Free Play/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:

Bedtime prayer, bedtime story, listen to soothing music, rest/sleep

2:00pm – 2:15pm Wake up and Quiet Play:

Wake up, quiet play, books, fine motor activities

2:15pm – 2:30 pm 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.

2:30pm – 3:30pm Afternoon Snack/Enrichment Activities/Learn Through Play:

Snack, Science/Cooking, Art, Music/Instruments, Spanish, Singing, open-ended art, cooking, dramatic play, fine motor skill play activities, learning games, etc.

3:30pm – 4:30pm Recess:

Balls, chalk, bubbles, art, play structures, books, blocks, sand box and sand toys, slides, play house, group games, cars and trucks, music and movement, etc.

4:30pm – 5:30pm End of the Day Activities:

Board games, coloring, table activities books, free-play, extended care students leave for the day

PARENT HANDBOOK ACKNOWLEDGEMENT

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.

Student Name(s): _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return completed form to the preschool office.

