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# Calvary Christian Academy

## Preschool

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**PARENT & STUDENT  
HANDBOOK 2020 - 2021**

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## 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 - 3:00pm during school days

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

**Part Time Morning Preschool Program:** 9:00am - 12:00pm

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

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

CALVARY CHRISTIAN ACADEMY PRESCHOOL

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License Number: 430710384

Phone: (408)269-2222

Email: [Preschool@calvaryca.org](mailto:Preschool@calvaryca.org)

Website: [www.RecaptureEducation.org](http://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.

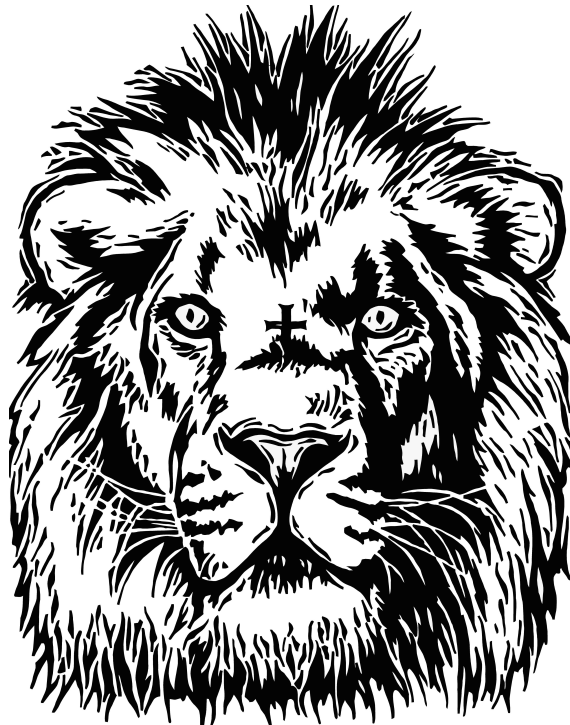
**We reject...** the overemphasis of signs and wonders to the exclusion of sound biblical teaching.

**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 Morning Drop-Off

Although our morning classes officially start at 9:00am, students may be dropped off in their morning classroom for Early Morning Drop Off between 8:30am and 9:00am.

### Drop Off Procedure

Drop off and sign in will take place outside the morning classrooms this year until further notice.

Parents and caregivers will need to wear masks/face coverings while on campus.

Please stand on the designated lines while waiting to drop off your child and practice social and physical distancing when others are present.

After signing in, please ring the doorbell and say your goodbyes and we will open the door to receive your child from you.

At this time, we highly recommend that parents and caregivers not enter the preschool classrooms during drop off time.

### Morning Class Pick-Up

Morning class pick-up and sign out will take place outside the morning classrooms.

We will open the doors at 12pm for pick up time.

Parents and caregivers will need to wear masks/face coverings while on campus.

Please line up along the designated lines and practice social and physical distancing when others are present.

We will walk your child and their belongings over to you after you have signed them out.

At this time, we highly recommend that parents and caregivers not enter the preschool classrooms during drop off or pick up time.

### Afternoon Class Pick-Up

Afternoon class pick-up will take place outside the Little Lambs Afternoon Enrichment classroom (room 6) for the 4's Pre-Kindergarten students and outside the Soaring Eagles 3's Preschool classroom (room 5) for the 3's Preschool students or outside the middle yard located behind the class if picked up during their outdoor playtimes.

Parents and caregivers will need to wear masks/face coverings while on campus.

Please line up along the designated lines and practice social and physical distancing when others are present.

After signing out your child, please ring the door bell and we will walk your child and their belongings over to you.

At this time, we highly recommend that parents and caregivers not enter the preschool classrooms during drop off or pick up time.

## PRESCHOOL PARENT INFORMATION

### **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 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 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 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.

A table will be set up outside each classroom beside the entrance door with the sign in/out binder, hand sanitizer, a container of clean pens, and a container to place used pens in. When signing in/out, please sanitize your hands, select a clean pen to sign your child in/out and then place the used pen in the "used" container.

\*The sign in/out binders will be disinfected daily.

As recommended by Community Childcare Licensing, a brief yes/no health and wellness questionnaire of the recommended daily health screening questions as listed under the Illness and Exclusion Policy section will be located on your child's sign in/out sheet for you to fill out daily when signing in your child during drop off time.

If the answer to any of these questions would be a yes, please do not bring your child to school that day as we would not be able to allow them to enter the facility.

### **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 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 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 as outreach 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 meal time. Be sure to pack any needed utensils. Please do not pack candy, soda, or vitamins in your child's lunch box.

## **Parent Participation**

At this time, parent participation in preschools/daycares is not permitted by the Santa Clara County Health Department in order to minimize the number of adults in close contact with students and staff.

Should you need to enter the classroom for any reason, we ask that you please sanitize your hands prior to entering, wear a mask/face covering, touch only your own child/their belongings, and that the visit please be brief. Only one parent/adult (beside the teacher) will be allowed in the classroom at a time.

Please confirm with your child's teacher ahead of time if you need to schedule a brief classroom visit for an essential reason.

\*All visitors will be asked the recommended daily health screening questions as listed in the Illness and Exclusion Policy section. Anyone answering yes to any of the questions will not be permitted to enter the facility.

Temperature checks will also be conducted with a touch-less forehead thermometer for anyone entering the classroom and results must be below 100 degrees in order to enter.

## **Campus Visitation**

\*Until the current circumstances change, we will be limiting classroom access to essential visits only.

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.

## **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 help drop off and pick up time run smoothly, student belongings (water bottles, lunch boxes, etc.) should be stored together in a bag or back pack. 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.

\*At this time, we will not be able to allow personal items such as toys and sharing items.

To ensure that lost items be returned to their owners, we ask that all student belongings including outer wear, lunchboxes, backpacks, water bottles, etc. please 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.

### **Sharing Days**

Sharing days will be canceled until further notice as we will not be able to allow personal items such as toys and sharing items at this time.

### **Birthdays**

Although families will not be able to participate at this time, we will continue to celebrate student birthdays as a class. The birthday student will get a special birthday crown and 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 at 9:30am.

### **Preschool Events and Celebrations**

As of now, all of our scheduled preschool group activities/events for this upcoming school year will be canceled until further notice and are posted on the calendar as tentative only. We are working on alternative plans should these events not be able to take place as planned and will send out further information closer to the dates of the events.

### **Field Trips**

At this time, preschool field trips into the community will be canceled for this upcoming school year until further notice.

### **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 7 and 8.

#### **Empty Ink Cartridges**

Instead of throwing away your empty ink cartridges, you can help us raise money by donating them to our school! These can be turned in to our preschool office or in the office drop box located below the window by the door.

#### **Amazon Smile**

If you shop on Amazon you can help us raise money for our school every time you place an order! After creating an account on Amazon smile and selecting "Calvary Christian Academy" as your charity of choice, all you need to do is log in through Amazon Smile when you're ready to shop and place your order as normal. A percentage of each order will be donated to the school at no cost to you.

## **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 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 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.

### **Re-Enrollment**

Current Calvary Christian Academy students 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

## PRESCHOOL ADMISSIONS

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 1<sup>st</sup> in order to be enrolled into our preschool program. They must be 4 years old by September 1<sup>st</sup> 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
10. Parent Handbook Acknowledgement Form
11. COVID-19 Policy Parent Agreement 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 \$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 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 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

### **Daily Health and Wellness Checks**

We will be conducting daily temperature and wellness checks of each student prior to entry into the classroom.

All staff members will also have their temperatures taken before starting their shifts and entering the classroom.

Temperatures will be taken with a touch-less forehead thermometer and must be below 100 degrees in order to attend school for the day.

A visual inspection for symptoms of illness and a short health screening assessment 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.

### **Masks/Face Coverings**

Parents and caregivers will need to wear a mask/face covering while on the preschool campus.

All preschool staff will wear masks when with the students.

Masks/face coverings for students will be left up to the parents' discretion but are not required.

\*For safety reasons, student masks/face coverings will not be worn during nap time.

### **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, conducting temperature and wellness checks, and serving food.

### **Physical Distancing**

While we will do everything possible to encourage and support physical distancing, please note that it may not always be possible with this age group. It is important to us that we provide a safe and healthy environment while also maintaining a developmentally appropriate environment that focuses on the social and emotional needs of the children.

Our classes and daily schedule will be restructured to encourage and maintain small group sizes and to keep students within their own class units.

We will be staggering our recesses so that only one class is at each playground at a time.

Seating will be spaced out during circle time, bible time, and snack/meal time.

During class we will be limiting the amount of students in each area and at each activity.

### **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 have exhibited symptoms of illness or have had any form of contagious illness within the past 24 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**

<b>Signs and Symptoms</b>	<b>Action</b>	<b>What Needs to be Done</b>
<b>Abdominal Pain</b> a. First complaint	Observe	Watch for nausea, vomiting, or diarrhea. Temperature taken.
b. If pain continues for more than 2 hours or accompanied by fever or other symptoms	Exclude	Parents should contact physician and follow prescribed treatment. May return after pain has subsided and/or treatment has been started.
<b>Chicken Pox (Varicella)</b>	Exclude	May return after all lesions have dried or crusted and no new lesions have appeared for 24 hours.
<b>COVID-19</b> a. Symptomatic	Exclude	Symptomatic staff and students can return to school 14 days after symptom onset <u>OR</u> 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
b. Asymptomatic	Exclude	Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test results.
<b>Diarrhea</b> One or more episode with or without fever	Exclude	May return 48 hours after last episode and after temperature is normal for 48 hours without the use of fever reducing medication.
<b>Earache</b> a. First complaint	Observe	Watch for other symptoms. Temperature taken.
b. Pain lasts more than 2 hours and/or is accompanied by fever or other symptoms	Exclude	Parents should contact physician and follow prescribed treatment. May return after pain has subsided and/or treatment has been started.
<b>Fever with or without change in behavior or additional symptoms</b> 100 degrees and up	Exclude	May return after temperature is normal for 48 hours without the use of fever reducing medication.
<b>Head Lice/Nits (untreated)</b>	Exclude	May return once treatment has been completed and lice/nits are gone.
<b>Measles</b>	Exclude	May return after four days since onset of rash.

<b>Mumps</b>	Exclude	May return after five days since onset of parotid gland swelling
<b>Pertussis</b>	Exclude	May return after five days of appropriate antibiotic treatment
<b>Rashes</b> 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.
<b>Respiratory</b> 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.
<b>Runny Eyes</b> 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.
<b>Sore Throat</b> With or without fever or other symptoms	Exclude	Parents should contact physician and follow prescribed treatment. If strep throat, may return after 24 hours and second dose of antibiotic.
<b>Tuberculosis</b>	Exclude	Must be on appropriate treatment. Requires doctor's note to return.
<b>Vomiting</b> 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 48 hours after last episode of vomiting and after temperature is normal for 48 hours without the use of fever reducing medication.

### Daily Health Screening Questions

These questions will be asked of all students, staff, and visitors prior to entering the classrooms.

1. Within the last 14 days has your child been diagnosed with COVID-19 or had a test confirming you had the virus?  
If yes - STAY HOME and seek medical care.
2. Does your child live in the same household with, or have they been in close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?  
If yes - STAY HOME and seek medical care and testing.
3. Has your child had any one or more possible symptoms today or within the past 24 hours that are new or not explained by another reason?  
If yes - STAY HOME and seek medical care and testing.

### 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

# PRESCHOOL TUITION AND FINANCIAL POLICY

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 operates solely on the tuition paid from parents of enrolled students.

## **Calvary Christian Academy Preschool 2020-2021 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)
- \$ 40.00 Bedding for Full Day students

#### **Tuition Deposit:** August 2020 (non-refundable)

#### **(first month of the school year)**

2 days a week	Part-time	\$180.00	Full-Day	\$232.00
3 days a week	Part-time	\$232.00	Full-Day	\$315.00
5 days a week	Part-time	\$342.00	Full-Day	\$482.00

### **Monthly Preschool Tuition**

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

2 days a week T/TH	\$360.00 per month
3 days a week MWF	\$465.00 per month
5 days a week M-F	\$685.00 per month

#### **Full-Day (9:00am – 5:30pm)**

2 days a week T/TH	\$465.00 per month
3 days a week MWF	\$630.00 per month
5 days a week M-F	\$965.00 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, or early withdrawal.

**If the tuition payment is not received by the 5<sup>th</sup>, a \$25.00 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 1<sup>st</sup> of each month. A 5 day grace period will be granted. If your payment is not received by the 5<sup>th</sup> 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.

## PRESCHOOL TUITION AND FINANCIAL POLICY

### **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\*\***

### **Preschool Drop-In**

Please note that we will be unable to accommodate drop-ins at this time.

### **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

## 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 and will 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, 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, manipulates, 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.

## **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, goodbye 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  
9:30am – 10:25am - Snack/Academic Learning Activities  
10:25am – 11:00am - Recess  
11:00am – 11:15am - Bible Time  
11:15am – 11:50am - Learn Through Play  
11:50am – 12:00pm - Ending Activities  
12:00pm - Morning Pick Up

### **Afternoon Schedule**

#### 4's Pre-Kindergarten Classes

**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 and Quiet Play:**  
Wake up, quiet play, books, fine motor activities

**2:30pm – 3:00 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.

**3:00pm – 3:45pm 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.

**3:45pm – 4:25pm 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.

**4:25pm – 5:30pm End of the Day Activities:**  
Board games, coloring, table activities, books, free-play, extended care students leave for the day

#### 3's Preschool Class

**12:00pm – 1:00pm Lunch, Free Play and Prepare for Nap**  
**1:00pm – 2:00pm Nap Time**  
**2:00pm – 2:30pm Wake up and Quiet Play**  
**2:30pm – 2:45 pm Afternoon Circle Time**  
**2:45pm – 3:00pm Afternoon Snack**  
**3:00pm – 3:40pm Recess**

## PARENT HANDBOOK ACKNOWLEDGMENT

**3:40pm – 4:25pm Afternoon Snack/Enrichment Activities/Learn Through Play**  
**4:25pm – 5:30pm End of the Day Activities**

### **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.

