**Community Christian Preschool**

**Parent Handbook**

**School Policy**

* A child’s age must comply with our licensing guidelines. At least 2.9 years of age for Tues/Thurs and emerging skills with bathroom activities. At least 4 years of age for Mon/Wed/Fri and completely independent in the bathroom.
* Children are accepted according to the date of registration. There is a non-refundable registration fee of $75.00
* Class size is limited to adhere to state-guided teacher-student ratios. We make it our general policy to have a nine to one ration in our M-W-F classes and an eight to one ratio in the T-TH classes.
* There will be scheduled parent-teacher conferences in the spring for the children planning to attend kindergarten the following fall.
* We follow an abbreviated calendar of the Bedford School System. Check our annual calendar for any exceptions.
* Monday/Wednesday/Friday 1/2-day students will meet from 9-11:30am. These students will attend Calendar, Craft, Bible, Gross motor, and snack. All day students will meet from 9-1:00pm. These students will attend Calendar, Craft, Bible, Gross Motor, Snack, Lunch and Music Movement. Tuesday/Thursday students will meet from 9-11:30am and will have Calendar, Craft, Bible and Snack.
* Students in Mon/Wed/Fri all day (9-1) will be required to bring a sack lunch from home, every day, labelled with their child’s name and the date. Students will not be permitted to stay all day without a parent provided lunch.
* Children with special needs/chronic medical conditions are welcomed to enroll. Accommodations will be made in conjunction with the Monroe County ISD and/or the child’s pediatrician to best serve the student.

**Tuition Policy**

* Community Christian Preschool is a self-supporting non-profit organization. We do our best to keep expenses low and tuition as reasonable as possible. The tuition fees pay our teachers’ salaries and buy the needed supplies for the preschool.
* The tuition fee is an annual fee for the entire school year. This fee can be divided into nine equal payments (due August through April) to make paying more manageable, or you may choose to pay the tuition fee in its entirety in August.
* The tuition fee is $810.00 annually, payable at $90.00/month for nine payments, for the Tuesday/Thursday class: $1260.00 annually, payable at $140.00/month for nine payments, for the Monday/Wednesday/Friday 1/2-day class: and $1935 annually, payable at $215/month for nine payments for the Monday/Wednesday/Friday all day class. No adjustments can be made for absence, bad weather, or normal school vacation days off.
* **For the duration of the Pandemic-** Quarantine bags will be provided for students who miss 3 or more consecutive days of school due to the coronavirus. Days quarantine bags are offered are considered in person, and not made up in the spring.
* If you plan to pay tuition in full, the preschool board asks that you pay the entire amount by August of that school year. If you intend to use the monthly payment plan, the tuition will be due the first of every month with the first payment being due in August with the return of forms. The second payment will be due the first day of school in September. All other payments are due the first of each month; you can always pay ahead. The last tuition payment will be due the first day of school in April. There will be a $10.00 fee for payments received late. If tuition is two weeks in arrears, we will ask you to keep your child home until tuition is paid to date.
* Outside the classrooms, you will find two tubbies. On the first day of the month please place your tuition payments in the envelope with your students’ name and place it in the “tuition paid” tubbie. This envelope will stay out until your tuition payment is made. **Please do not remove the payment envelope from the school.** If you are unable to place your tuition payment in the envelope, the tuition should be mailed to the preschool.
* If throughout the year you have any questions regarding tuition, or your payments, please talk with the director.

**Withdrawal Policy**

Although there are a small number of withdrawal occurrences, Community Christian Preschool does understand that a time may arise when a child must be suspended or withdrawn from school due to unexpected circumstances. The following are some examples:

* Incomplete or no green health form/child information card/preschool contract turned in after child starts school. These forms should have been completed and returned prior to the first day of school. These are state requirements.
* Unable to meet tuition coverage. **Please note scholarships are available upon request.**
* Behavior. The child may show signs of age immaturity or lack of school readiness for an extended period. This is usually addressed by the director, who will confer with the parents to recommend a plan that is in the best interest of the child.
* Conflict in family schedule due to change in work or caregiver schedule. We will make every effort to meet you and your child’s needs should you find it necessary to change the child’s class time. Teacher-child ratios will need to be considered.
* Family relocating

We would again like to stress that if these situations do arise, please contact the director, Mrs. D. We judge each of these situations on a case-by-case basis and special arrangements may be made. If special arrangements cannot be made, or if a lack of attention persists, the parents will be notified of suspension or withdrawal of the child from the preschool.

**Parent Initiated Withdrawal**

Parent initiated withdrawal does not automatically result in the release of the annual tuition payment obligation. Withdrawals early in the school year are reviewed on a case-by-case basis by the preschool director and board. Later in the school year **no release in payment will be granted.** We hope to have your understanding and cooperation on this policy.

**School Preparedness**

Prepare your child for preschool, but do not overdo it. Too much anticipation may lead to stress or disappointment. The first few days of school may bring mixed emotions, even to the most independent child. Be sure to say goodbye to your child when you leave and tell them when you will pick him/her up, but do not linger. Lingering can cause both a child’s and parent’s anxiety to build. Please return 5 minutes before class is dismissed at the end of the day.

**Transportation**

Parents will accept full responsibility for arranging transportation to and from school and to and from field trips.

Children should arrive and be picked up promptly at the designated times. This will help children become accustomed to school life.

* Arrival time for the Tuesday/Thursday class should be no earlier than 8:55am and pick up time no later than 11:35am
* Arrival time for the Mon/Wed/Fri class should be no earlier than 8:55am
* Dismissal time for the Mon/Wed/Fri class should be no later than 11:35am or 1:05pm
* If transportation arrives 15 minutes late, a $5 fine will be assessed. There will be an additional $5 fine for every 15 minutes late. Each family is awarded two emergency late passes during the school year before this goes into effect.

**Dress**

* Dress your child for preschool in clothes for learning and play. Please do not send your child in “best clothes” so you must say, “don’t get dirty.” A child learns best by becoming involved and that is sometimes messy.
* Children should leave candy, gum, money, and toys at home.
* Please provide a full size bookbag with your child’s name on it for papers, crafts, and notes that your child will be bringing home.
* Always put your child’s name on personal items. Please place an extra change of clothing (including shirt, pants, socks, and underwear) in your child’s bookbag. This clothing will remain in the child’s bookbag (unless needed) to be taken home every day. We often have a drink spill, and although potty training is required, there may be an accident. Accidents do happen and the teachers like to be prepared. Please remember to change the outfit out in accordance with the seasons.
* Always bring a jacket for cool days. We go outside whenever we can.
* Please have children wear tennis shoes or sandals with a back strap. Keep in mind our playground is mulched.

**Communication**

Your child will bring home a monthly preschool calendar (see monthly calendar section) and a weekly newsletter. Please read these and discuss with your child what they are learning that day/week.

If you have any questions concerning your child, please direct them to the director or a teacher. Open communication is important to all of us.

If a parent has a message for the teacher, please give it to her directly.

Parents may call the preschool director by phone, message on Remind or message the school on fb at any time. In the event of an emergency, or an after-hours question, please reach out to Mrs. D’s cellphone.

Community Christian Preschool (734) 854-4548

Mrs. D (419) 575-6222

**Parental Involvement**

Always show an interest in what your child does at preschool. We encourage but do not require parents to volunteer as classroom helpers. It gives you a wonderful insight and your child a feeling of pride. Please see Mrs. D if you want to help in the classroom.

The director plans two field trips throughout the year. Parents will be asked to bring and accompany (if possible) their child on all field trips. If you are unable to drive your child to the field trip it is your responsibility to find transportation for your child. Fees are your responsibility and are in addition to tuition costs. Siblings are always welcome to attend.

* Parents assistance is appreciated for special party days (fall harvest, pancake breakfast, Christmas, Valentine’s Day, and Easter.) Watch for sign-up sheets.
* We need volunteers to pre-cut crafts and help with our cleaning schedule.
* We may have a playground workday in the Fall or Spring.
* In December we will have a Christmas program. This is usually the first Sunday in December, unless this day falls on Thanksgiving weekend.
* At the end of the schoolyear in May our Tuesday/Thursday class will have an end of year picnic. Our Mon/Wed/Fri class will have a graduation ceremony.

**Discipline Plan**

The staff advocates positive methods of discipline, which encourages self-control, self-direction, self-esteem, and cooperation.

1. The teacher will talk with the child to encourage appropriate behavior.
2. The teacher will redirect the child to a new activity.
3. The teacher will remove the child to a “time out” for a short time, within the classroom.
4. The teacher/director will meet with the parents to develop an individual joint plan between the preschool and the home for a positive reinforcement of appropriate behavior.
5. If a child cannot achieve appropriate behavior after these steps, the child will be considered not ready for preschool and will be asked to withdraw.

**Children and Staff Illness**

* Each child must have on file a completed health form by the first day of school. Parents of children with waivers for shots must attend an informational session and complete a waiver form from the health department.
* Each child must also have on file a completed Child Information card with preferred doctor and other persons to call in the event a parent cannot be reached. Please fill out completely, leaving nothing blank. Do not use N/A in any space. Your response must be written out.
* If your child is running a temperature or is in the communicable state of any illness, please do not send him/her to school. Do not send your child to school for 24 hours after vomiting.
* If a student should become ill while at school, we will separate them from the group and notify you to pick him/her up immediately.
* Parent’s will be notified of any covid exposure as soon as the school becomes aware, under the direction of the Monroe County Health Department.
* Should a staff member become ill during class we will dismiss the staff member immediately and continue the days lessons as a large group.
* Medication shall be given only with prior written permission from the parent. Prescription medication must be in the original container and shall have the pharmacy label indicating the physicians name and strength of the medication. The medication shall be given according to those instructions. When at all possible, please give medication before or after school.
* The teacher will inform parents about the occurrence of any communicable diseases, such as chicken pox, measles, strep throat, covid etc. via a posted sign on the sign in cart.
* Please call and leave a message on the preschool answering machine, or fb message the school, if your child will be absent. Include the date, child’s name, and the reason for the absence, even when it is for a vacation/personal day.

Annual Pest Control Advisory Notification: You will receive advance notice of any pesticide applications. There will be a posting at the entrance of the school, or you will receive some form of contact before application. You may make a written request for notification of pesticide applications by sending your request to the preschool. All requests should be sent by first class mail, postmarked three days before any application.

**Monthly Calendar**

You will be receiving a calendar each month. When your child’s name appears, he/she is the “special person of the day.” You will need to bring snack for the entire class (see monthly calendar for current number of students.) See the snack policy for further information about or snack requirements. If it is your child’s snack day, they are treated to special privileges throughout the day.

The calendar will sometimes have a note announcing color days, or upcoming parties/field trips. Please dress your child in the posted color day clothing whenever possible. Do not feel the need to purchase new clothing just for these days.

Birthdays are special! Your child’s name should appear on or near their birthday. If not, please notify Mrs. D so that a switch with another parent can be made. Special birthday napkins, cups, plates, etc. are encouraged. Summer birthdays (June, July, August) are celebrated during their half months (December, January, February)

**Holiday Parties**

We will be having holiday parties (see annual calendar for dates). There will be a sign-up sheet before the parties asking parents to bring supplies. Some of the items we will be asking for are napkins, paper plates, cups that have a holiday theme, and special snacks. Parents and siblings are invited to come the last hour of class and watch the fun!

**Snack**

See snack policy handbook.

**Lunch**

Students attending Mon/Wed/Fri from 9am-1pm agree to bring to school, every day, a lunch labelled with their name and the current date. Should a student arrive to school without a lunch the parent will have the opportunity to bring a lunch to school before 12pm or retrieve their child at the 11:30am dismissal time. CCP is not able to provide emergency lunches currently. For the 2022/2023 school year there are no allergy restrictions for the building. Our allergy policy is always determined each school year and subject to change.

**Fundraisers**

Fundraiser money is used to purchase, repair, or replace our toys, games, playground equipment, and to keep our tuition costs low and provide scholarships to families in need. Please support these important events.

**Special Events**

Christmas program- The preschool Christmas programs are usually scheduled in early December. Families, relatives, and friends are welcome to attend these programs, which include singing, a small service and a program given by the children. Following the program there will be a time of fellowship and refreshments.

End of year events: Our Tues/Thurs class visits a local park and has a class picnic. End of year gifts will be given. Our Mon/Wed/Fri classes have a small graduation ceremony with refreshments. Family members and friends are welcome and there will be opportunity for picture taking with the teachers. On graduation day/class picnic day there is no regular school scheduled.

Church sponsored events- Throughout the year Assembly of Christians Church will hold special activities that we will inform your family about. You are welcome to attend any of these activities as well as the church services on Sunday (Sunday school is at 10am and Worship Service is at 11am).

**Incident Policies**

* Injuries requiring only a band aid/icepack

Parents will be notified via text/phone call/at pick-up

* Injuries requiring a student to be removed from care/all head injuries

Parents will be called as soon as the child has been stabilized, an incident report will be filled out and given to parents upon arrival.

* Injuries/medical conditions requiring immediate medical attention

911 will be called first, unless explicitly denied by the parent

Parents/guardians/emergency contacts will be notified 911 has been called, and given further instructions based on medial personnel on site

**Natural or Manmade Disaster Plan**

Power Outage Water outage

Director: Check to see why the power or water is out. Take steps to restore if possible.

Staff located in the calendar room will bring the attendance book.

Staff/caregivers will maintain calm and control over the students in their care when the emergency occurs.

Close facility if compliance cannot be maintained.

(call parents to pick up children, post a notice the building is closed)

Anytime building is unsafe follow fire drill procedures

**Winter Storms**

Follow Bedford schools for weather related closing

**Flood**

Follow Bedford schools for area closing.

Close facility if compliance cannot be maintained

Call parents to pick up children, post a notice building is closed

**All Emergency Situations**

In the event the building needs to be vacated before parents can arrive, Students/staff walk to the lobby of the 5/3rd bank. All children who need assistance will be helped by the staff member they are with when the emergency occurs. A notice will be posted both on the schools Facebook page and the school doors to notify parents where the children are.

**Bomb Threat**

Engage caller to get as much information as possible. Notify the director, vacate the building if needed. Notify authorities by calling 911. Notify parents

**Emergency Exit Plan**

**Fire**

1. The fire alarm will sound to signal emergency exit
   1. All staff will be familiar with the location and operation of the alarm
   2. All children and staff will be familiar with the sound of the alarm.
2. The children will exit via the nearest exit. The teacher will accompany the children single file and ensure that all the children exit safely
   1. All children and staff will meet at the tool shed near the parking lot
3. The director will be in charge in an emergency. If she is not present the teacher will be in charge
4. The teacher in charge of attendance will bring the attendance book
5. The teacher will check all areas to see that the children and staff are moved to safety.
6. The number and timing of drills will be in accordance with current state regulations
7. A record of these drills will be kept

**Tornado**

1. The director will listen to the radio and/or cell phones when bad weather seems imminent
2. When the community alarm sounds, (a long uninterrupted alarm), or when the director advises, staff/children will report to the bathrooms (or preschool office), away from all windows
3. The director will be in charge during an emergency. If she is not present the teacher will be in charge
4. The “all clear” signal will be given by the person in charge who will monitor the radio as necessary
5. The teacher will check all areas to see that the children and staff are moved to safety
6. The teacher will shut off appliances as necessary
7. The number and timing of drills will be in accordance with the current state regulations
8. A record of these drills will be kept

**Consumer Product Safety Commission Product Recalls for Children’s Safety**

**(Not including toys)**

These products have been added since Jan 1, 2023

Details on these products may be obtained on the CPSC’S Website [www.cpsc.gov](http://www.cpsc.gov)

<https://www.cpsc.gov/Recalls/2023/TOMY-Recalls-Boon-Flair-and-Flair-Elite-Highchairs-Due-to-Fall-Hazard>

<https://www.cpsc.gov/Recalls/2023/Multi-Purpose-Kids-Bike-Helmets-Recalled-Due-to-Risk-of-Head-Injury-Failure-to-Meet-Bicycle-Helmet-Standard-Requirements-Sold-by-Ecnup-Exclusively-on-Amazon-com-Recall-Alert>

<https://www.cpsc.gov/Recalls/2023/The-Simplay3-Company-Recalls-Toddler-Towers-Due-to-Fall-and-Injury-Hazards>

<https://www.cpsc.gov/Recalls/2023/Zipadee-Kids-Recalls-Convertible-House-Bed-Frames-and-Montessori-Floor-Beds-Due-to-Entrapment-and-Strangulation-Hazards>

<https://www.cpsc.gov/Recalls/2023/Pottery-Barn-Kids-Recalls-Penny-Convertible-Cribs-Due-to-Laceration-Hazard-Recall-Alert>

<https://www.cpsc.gov/Recalls/2023/Soojimus-Recalls-CUPKIN-Stainless-Steel-Childrens-Cups-Due-to-Violation-of-Federal-Lead-Content-Ban-Recall-Alert>

<https://www.cpsc.gov/Recalls/2023/woom-Bikes-USA-Recalls-woom-ORIGINAL-Kids-Bicycles-Due-to-Fall-Hazard>

<https://www.cpsc.gov/Recalls/2023/CaTeam-Recalls-Canvas-Baby-Hammock-Swings-Due-to-Suffocation-Hazard-Violation-of-Safe-Sleep-for-Babies-Act-on-Inclined-Infant-Sleep-Products>

<https://www.cpsc.gov/Recalls/2023/Sound-Around-Recalls-Childrens-Multi-Purpose-Helmets-Due-to-Risk-of-Head-Injury>

<https://www.cpsc.gov/Recalls/2023/Zuru-Recalls-7-5-Million-Baby-Shark-and-Mini-Baby-Shark-Bath-Toys-With-Hard-Plastic-Top-Fins-Due-to-Risk-of-Impalement-Laceration-and-Puncture-Injuries-to-Children>

https://www.cpsc.gov/Recalls/2023/TopGlore-Recalls-Narskido-Infant-Bath-Seats-Due-to-Drowning-Hazard-Sold-Exclusively-on-Amazon-com-Recall-Alert

**CPS Reporting Policy**

1. The staff person or volunteer who has reasonable cause to suspect child abuse or neglect is required by law to immediately make a verbal report to the Children Protective Services. The telephone number is 855-444-3911
2. The staff person or volunteer must then submit the required written DHS 3200 form within 72 hours of making the verbal report

**Staff and Volunteer Acknowledgment**

1. I know that child abuse and neglect is against the law
2. I have been informed on the centers policies on child abuse and neglect
3. I know that I must immediately contact child protective services when child abuse/neglect is suspected and follow up in writing within 72 hours.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date

**Written Staff Training Plan**

All program directors, site supervisors, and caregivers shall complete at least 16 hours of professional development annually on topics relevant to job responsibilities including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation; documentation and assessment; interactions and guidance; professionalism; and the child care center administrative rules

Other trainings must include:

* Child Development
* Prevention and Control of Infectious Diseases (including immunizations)
* Administration of medication, consistent with standards
* Prevention of and response to emergencies due to food and allergic reactions
* Emergency Preparedness and Response Planning
* Prevention of Shaken Baby Syndrome, Abusive Head Trauma and Child Maltreatment
* Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
* Precautions in transporting children
* Recognition and reporting of child abuse and neglect
* Building and Physical premises safety

CPR and First aid training will count for up to 2 hours of professional development hours in the year taken

Verification of completed training will be kept on file at the center

**Staff Screening Policy**

1. All staff shall be of reasonable character and suitable to meet the needs of the children
2. Staff hired before March 28, 2018
   1. Fingerprint results. A comprehensive background check must be on file
   2. DHHS Central Registry Clearance
3. Staff hired after March 28, 2018
   1. Comprehensive Fingerprint background check is required prior to employment

R400.8125(5): A staff member shall no be present in the center if he or she has been convicted of any of the following:

(d) A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 294, MCL 28.722

(e) Child abuse or child neglect

(f) A felony involving harm or threatened harm to an individual within 10 years immediately preceding the date of hire

In addition, staff will also not be present in the venter on site, as directed by PA 116 updated March 28, 2018. A person may be found ineligible for his/her life, 10 years, 7 years, 5 years, that application, based on the crime convicted.