



# Early Education Parent Handbook 2023-2024

## **Community's Mission Statement:**

Community Christian School's mission is to introduce students to Christ, to develop christian character through academically challenging programs, and to build the next generation of dynamic leaders who will make a difference for Christ.

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### ***A Ministry of Community Bible Church***

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## **WELCOME TO COMMUNITY CHRISTIAN SCHOOL EARLY EDUCATION**

Community Christian School offers an Early Education (EE) program for children 6 weeks through 4 years old (K4). The program is designed to partner with parents in providing quality education and childcare in a safe, loving, Christian environment consistent with Biblical truth. The school serves as an extension of the home, seeking to educate the whole child – spiritually, cognitively, emotionally, socially, and physically.

Our program nurtures and encourages every student's positive self-image in a loving, caring atmosphere. A Christian environment establishes the setting for an early education curriculum offering opportunities for each child to experience God's love. Teachers use a hands-on approach when planning the curriculum, and learning centers are an integral part of each day. Our fully accredited nursery and preschool programs offer a low student-to-teacher ratio where children can explore, develop, and interact with other children in a fun, structured setting.

The Community Christian School EE program exists to build godly character in children through quality early childhood Christian education in a safe and caring environment, incorporating proven methods and materials to promote success in school and in life, with eternal values.

## **THE MISSION OF COMMUNITY CHRISTIAN SCHOOL**

Community Christian School's mission is to introduce students to Christ, to develop Christian character through academically challenging programs, and to build the next generation of dynamic leaders who will make a difference for Christ.

## **PHILOSOPHY AND OBJECTIVES**

### **Biblical Foundation of Education**

The basic philosophical questions of life are effectively answered in the Scriptures at Community Christian School (CCS). Students are nurtured in the realization of who they are, where they came from, why they are here, and where they are going.

It is the purpose of the school to reach students for Christ, to reinforce their spiritual progress, to relate that all truth is God's truth, to impart that Jesus Christ Himself is the foundation of ALL TRUTH, and to send them forth to serve Him by their lives and through their testimonies.

Therefore, all classes at CCS are taught in light of God's Word and are based upon Scriptural principles. All teachers and staff assume a Christian worldview as a presupposition, thoroughly integrating the Word of God into their lesson plans. Although the Bible is studied as a class segment of its own, it is also the basis of – and is integrated into – every course taught.

The critically important biblical principle that the training of a child is the responsibility of the parents, and not of the school, is followed at CCS. The school is simply an extension of the home to support and extend training academically, spiritually, physically, and socially. The family is the institution that God established initially to instill discipline, Godly character, and proper patterns of behavior in the child. When a child is taught the value of right over wrong, self-discipline, respect for authority, proper responses and attitudes toward others, and is loved, accepted, and respected by his/her parents, each child is then prepared to gain the maximum benefit from an academic education. This enables the child to develop the necessary skills to be truly successful in the adult world.

### **Philosophy of Education**

We believe that education involves the process of training and developing the knowledge, skill, mind, and character of individuals, especially in a formal school setting. Education cannot be complete, however, without basing it on biblical principles. This is why we believe in Christian education. We realize that education is not complete without God as its very heart, because He is the Truth and the source of all true knowledge.

Education involves three areas: the home, the church, and the school. CCS is an extension of the home in supporting and helping parents fulfill their responsibility to bring up their children "in the nurture and admonition of the Lord" (Ephesians 6:4). There needs to be a willingness on the part of parents to work with the school in training their "child in the way he should go"

(Proverbs 22:6) in order for true and meaningful education to occur. Along with that, parents should be involved in a Bible-teaching church where they and their children can learn from godly men and women and fellowship with others of similar interests and concerns.

Christian education involves leading a child to Christ, building that child up in the Lord, and then sending him or her forth prepared to be successful in life and a witness of the Gospel. Every subject taught should contribute to the education of a child, thus enabling a successful future, whether in full-time Christian service or in secular work. A student should leave the school with underlying biblical principles on which to base decisions and build a life. Each child should have a solid foundation from which to choose the right thing because it is right, even if no one is watching, thus developing and exercising self-discipline and self-government. The ultimate goal of Christian education, then, is to train students to become leaders with a biblical world view, creating individuals who will stand up for what is right and be positive influences in the world in every area of their lives with Christ being their example (I Timothy 4:12).

Academic excellence is another important part of Christian education. At CCS, students will be prepared to excel academically beyond high school. Being prepared and doing one's best testifies to the awareness of God's will for one's life.

### **Statement of Faith**

We believe the Scriptures are the inspired Word of God, complete and without error, preserved by God, being the basis for one's faith and practice. Therefore, to have fulfillment in life, one must have a saving knowledge of Jesus Christ and a subsequent life that is in harmony with the Scriptures. The message of salvation therein can be stated briefly, as follows:

1. Man is a sinner by birth and practice. (Psalm 51:3; Romans 3:23)
2. The just consequences of sin are eternal death and separation from God. (Romans 6:23)
3. Infinite love compelled Jesus Christ, God in the flesh, to submit to death in man's place, going on to burial and resurrection in order to secure complete payment for all sin; thus restoring man to God. (II Corinthians 5:21; I John 2:1-2)
4. To have eternal life, one must trust in Jesus Christ; believing His substitutionary death is sufficient for sin's payment. (John 3:16)
5. God's Word states that, upon trusting Christ as one's personal Savior, one is assured of eternal life from that moment forward. (I John 5:13)
6. Christ indwells every believer, thus enabling that individual to "do all things through Christ." (Philippians 4:13)

### **Pledges**

Students at CCS are taught to revere and respect God and country along with God's Word. Each morning all students pledge their allegiance to the American flag, the Christian flag, and the Bible. Students are expected to recite these pledges with meaning and to stand respectfully in doing so. The pledges are recited in the order listed below:

**I pledge allegiance to the flag of the United States of America**  
and to the republic for which it stands,  
One nation under God, indivisible, with liberty and justice for all.

**I pledge allegiance to the Christian flag**  
and to the Savior for Whose Kingdom it stands,  
One Savior, crucified, risen, and coming again,  
with life and liberty to all who believe.

**I pledge allegiance to the Bible --God's holy Word.**  
I will make it a lamp unto my feet and a light unto my path.  
I will hide God's Word in my heart  
that I might not sin against God.

## **ENROLLMENT**

### **Admissions**

For your child's safety, and to comply with state regulations, all required forms must be completed and on file with the school prior to your child's first day of attendance. These forms include the Enrollment Application, Parent Agreement Form, Emergency Medical Authorization, a current Immunization Record (GA Form 3231), and a copy of the child's birth certificate. Immunizations must be updated when applicable.

### **Re-Enrollment Procedures**

Students re-enrolling in the school must complete the re-enrollment process on Parents Web (Paper applications will not be accepted.) at the appropriate time and pay all associated fees. Re-enrollment tuition information is available on Parents Web during the re-enrollment window. Re-enrolled students will be automatically registered for FACTS Management Services Inc.

Note: CCS reserves the right to refuse re-enrollment to students under the following conditions:

- Students who demonstrate disharmony regarding the purpose, standards, policies, rules, and regulations of the school,
- who act in ways that are disrespectful, disruptive or harassing towards teachers or students, or
- whose parents have not consistently supported school policy.

Finally, all financial obligations must have been met from the previous school year and all student accounts must be current in order for students to re-enroll.

### **Student Placement**

Principals seek to place each student in a classroom environment that will optimally meet the student's learning needs; therefore, requests for specific teachers may not be honored. This class placement is based on faculty recommendations, course availability, the style of the respective teacher, and the needs, abilities, and strengths of the student. Classroom placements are prayerfully considered and may not be changed.

Per state guidelines, students entering Kindergarten must turn five years old on or before September 1<sup>st</sup> of the school year.

### **Health Forms**

All students must have a current Immunization Record (GA Form 3231), a Certification of Vision, Hearing, Dental, and Nutrition Screening (GA Form 3300), and a copy of the birth certificate on file before beginning school. Immunizations and four-point screenings must be updated when applicable.

### **Withdrawals**

Withdrawal forms are available in the school office and should be completed by the parent or guardian. A \$15000 withdrawal fee will be applied for any student who is withdrawn. First and second month's tuition will be billed and are non-refundable for withdrawals after April 1<sup>st</sup>. All student textbooks remain the property of CCS.

### **A Note on Fees Related to Enrollment and Withdrawal**

Please know that Community Christian School seeks to provide the highest quality Christian education for our families at the best possible value. To do this, it is necessary that we include fees in the enrollment and withdrawal processes for processing student information as well as budgeting for class sizes, resources, and staffing needs.

## **Records Request**

Student records will be mailed to the school the student is transferring to within five business days of receiving the request from the new school. Student records will not be released until all accounts are current, including but not limited to after-school fees, enrichment fees, etc. Student progress reports will only be issued to students whose accounts are up to date.

## **Non-Refundable Fees**

Admissions fees, holding fees, and the first- and second-month's tuition are nonrefundable. Tuition is due through the end of the month for which the student attends school. Overpayments on accounts will be processed within two to four weeks. A withdrawal fee of \$150.00 will be due at the time of withdrawal and two months' tuition.

## **FACTS Tuition Management Program**

FACTS is a payment plan provider most widely used by private, faith-based, and public schools nationwide. Registration with FACTS is necessary to complete the enrollment process for your child's placement at CCS. FACTS is our only method for receiving tuition payments, and must be completed to finalize the enrollment process to guarantee placement at CCS.

You may go to the CCS website at [www.communitychristianschool.net](http://www.communitychristianschool.net) and click on "RENWEB parent portal" in the top right-hand corner. It will take you directly to the Family Portal Login where you will create your family login. The district code is COM-GA.

## **Updating Information**

It is important for the safety and well-being of your child for the EE office to have the most up-to-date information for contacting you in case of an emergency. Any change in home, business, and other emergency addresses or phone numbers should be updated by logging in to your online Parents Web account as soon as possible.

## **School/Home Cooperation Policy Statement**

Community Christian School's educational mission involves working with the home in the overall Christian education of students. On occasion, this cooperation between the school and the home may become difficult. To avoid such situations, the school requests parents enrolling their children or maintaining enrollment to affirmatively support and cooperate with the school. By signing the handbook acknowledgment, parents are confirming they agree to support the school with their prayers and with a positive attitude. Complaints or negative comments should be shared only with their students' teacher(s), administration, or persons involved, and not with their children or people not involved with the situation, following the Matthew 18 principle.

In sharing questions or grievances with the teacher(s), parents are encouraged to communicate through email. Communication should be civil and respectful between parents and teachers at all times. Both parties should find ways they can work out any problem together. If, at any time, the school determines, at its sole discretion, that the parent actions do not support the ministry or a spirit of cooperation, the school has the right to request the withdrawal of students.

## **FINANCIAL INFORMATION**

### **Financial Policies**

At CCS we take seriously that parents make a deliberate choice to trust us with their children each day. To that end, we make every effort to be good stewards of funds we received through tuition and other sources to provide a sound and safe christian environment, a world class education, and top quality developmental and extracurricular experiences. In order to do so, we must expect families of enrolled students to faithfully and consistently adhere to our financial policies and practices. Financial policies at CCS are designed to be as clear and equitable as possible. Should you have a question or encounter any difficulty relating to payments, please contact the Student Accounts office at [studentaccounts@communitychristianschool.net](mailto:studentaccounts@communitychristianschool.net).

## **Delinquent Account Policy**

The CCS Board revised its Delinquent Accounts Policy effective July 1, 2021, for accounts that are currently past due. In all other cases, this policy is effective after the first missed payment.

FACTS collection attempts are made beginning on either June 1 or June 8 and run through May, for a total of twelve collection attempts per school year. FACTS will re-attempt to collect ten days after any failed collection attempt.

## **Delinquent Accounts**

It is the family's responsibility to contact the school's accounting office and be proactive in their tuition management plan.

The family will receive a FACTS-generated email if a payment is not collected when FACTS makes the first attempt for any given month during the payment cycle.

In addition to the above email, parents will be asked to come to the school and sign a letter regarding the failed FACTS collection attempt, the amount due the school, and acknowledgement of receipt of the school's Delinquent Account Policy.

### **31-60 Days Delinquent**

If FACTS is unable to collect after three attempts and the account becomes 31 days delinquent, the following will be in effect:

1. Until the account is fully paid, all students in the family may not participate in extracurricular activities and all trips (including, but not limited to, any sports practice, camp, tournament, or be considered part of a Community sports team as member, manager or otherwise; drama; music; mission trips; graduation ceremonies; field trips; high school trips) regardless if missed payment occurs after an activity/season has begun. All students in the family may participate in class trips that are part of class work for a grade.
2. School records (including, but not limited to, diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full.
3. The Parents Web account will be deactivated.

### **Over 60 Days Delinquent**

1. The family will be contacted by the school that the account is 60 days delinquent.
2. All prior sanctions will continue to be enforced.
3. All students in the family will be suspended (not allowed to be on campus) until the account is paid in full.
4. If paid in full within 5 school days and the case is reviewed and approved by the school board, suspension absences will be "excused." School work will be subject to excused absence policies. Teachers will not be held responsible for missed instruction due to absences as a result of a delinquent account.

### **90 Days Delinquent**

All students in the family will be unenrolled from CCS. No records will be released until account is paid in full.

## **ATTENDANCE**

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). It is the responsibility of CCS to provide each student with quality instruction and inform parents if their child is absent from school.

## Absences

If your child consistently arrives after 8:00 AM, you may be asked for a doctor's excuse. If you are unable to have your child at school on a regular basis, you may be asked to withdraw your child.

If a child is absent, the EE office should be notified by 9:00 AM.

Examples of absences include:

- Absences due to personal illness (Doctor's note is needed if absent more than three days.)
- Absences due to grave illness of immediate family member, confirmed by a parent note.
- Absences due to bereavement.

Full tuition payment is due regardless of the child's attendance at school.

## Excused Absences Include

- Absence due to personal illness, doctor note needed if absent more than three days.
- Absence due to grave illness of immediate family member, confirmed by a parent note.
- Absence due to bereavement.

***Please note: Full tuition payment is due, regardless of child's attendance to school.***

## Tardiness

Punctuality is a character trait that we are seeking to instill in our students at CCS. The tardiness of one individual can disrupt an entire class. Parents are encouraged to assist in making sure that students are prompt in arriving and departing from school. Our teachers have planned their classroom teaching around an entire school day, and late arrival or early check out interrupts and distracts the entire class. **Parents must make every effort for students to be in school on time.**

## Hours of Operation

Nursery - Infants to K2 - (Year-round, including break weeks): 6:45 AM – 6:00 PM

Preschool – K3-K4 Full Day – (10-month program August to May, NOT including break weeks): 6:45 AM – 3:00 PM

Camp Joy Summer Program - K3-K4 – (June and July): 6:45 AM – 6:00 PM

## School Hours

Classes begin promptly at 8:00 AM for infants-K4. While instruction begins at 8:00 AM, it is essential that students arrive early to ensure they have ample time to get settled before class begins.

K3-K4 Full Day dismissal time is 2:45 PM. Students not picked up within 15 minutes of dismissal time must go to After-School, and their parent(s) will be charged. Students are not permitted to be picked up by a taxi service, Uber, or Lyft.

## Arrival and Departure

For your child's safety, your child must be escorted to the glass doors in the foyer upon arrival. Please do not send your child in unattended or allow them to walk inside the building alone. Parents must walk their child into the building, check them in and take them to the glass doors in the foyer. At departure, parents must walk in, check their child out and retrieve their child from the foyer. All EE students are checked in and out by the parents using the touch screen computers. Students are not allowed to touch the computer screens.



### **Early Arrival**

Students may arrive at school during the regular school week at 6:45 AM. Nursery and preschool students may be dropped off directly in the foyer with a teacher. There is no extra charge for this service.

### **Check-in and Check-out**

Once the initial set up has taken place, the pick-up procedure is as follows:

- The authorized party will come into the EE office.
- Using one of the touch-screens in the foyer, press “start here” and place your finger on the scanner.
- Select the child(ren) for pick-up.
- Select “finish.”

Be prepared to show ID to School Office personnel.

For courtesy of your child, teacher, and others, we ask that you please do not walk into the school talking on an electronic device. CCS staff may need to speak with you, and this can be a distraction from both your child’s needs and the needs of the school.

### **Parking Lot Safety**

It is our desire to obtain the highest level of safety for our students and families while on campus. Please adhere to the following guidelines.

- Speed limit is 10 miles per hour while driving in the parking lot.
- Cell phone usage is prohibited while driving in the parking lot and while dropping off or picking up students.
- Drivers are to park only in designated parking spaces.
- The overhand is only open during inclement weather.
- Only drivers with approved handicap tags may park in the designated parking.
- Drivers are not to leave their vehicle running while it is unattended.
- Drivers are not to leave a child in the car unattended.
- Parents are to hold their child’s hand when walking in the parking lot.

Full tuition payment is due regardless of child’s attendance at school.

### **After-School Information**

Full day K3-K4 students who are not enrolled in EE After-School must be picked up by 2:45 PM. Any student not picked up by 3:00 PM will be checked into the EE After-School program. An additional charge of \$40.00 will be added weekly to the parents FACTS account.

Please be sure to list on your child’s enrollment form anyone who is authorized to pick up your child. These forms must be kept current by the parent/guardian. Children will not be allowed to leave the school without an authorized escort. They will only be released to those individuals, 16 years or older, whose names are on file with the school. Anyone picking up your child should be prepared to show proper identification. Please follow the arrival/departure procedures, and be sure you pass along the information to others who may pick up your child.

### **K3-K4 AFTER-SCHOOL PROGRAM**

#### **Hours of Operation**

After-School runs from 3:00 PM until 6:00 PM. Students who consistently participate in After-School are signed into the program at school day dismissal. Students who are not picked up from school dismissal by 3:00 PM will be signed into After-School.

## Procedures

Students enrolled in K3-K4 full day classes are eligible for enrollment in the EE After-School program. There will be specialty programs, private lessons, and events offered which may require additional registration and fees. Information about these activities will be communicated through newsletters, calendars, flyers, and Looking Ahead.

The program is Monday-Friday with a rate of \$40 per week. The charge is the same whether your child stays one day or five days in the program each week. To attend the After-School program, students must be enrolled in our K3-K4 full day school year.

## Late Fee

If a parent is late picking up their child from After-School three times, the late fee will be \$3.00 per minute. If a parent is late picking up their child five times, the late fee increases to \$5.00 per minute. If parents are late more than five times, they may be asked to withdraw their child from the program.

## Private Lesson Rates

CCS often works with outside providers for a variety of private lessons. Private lessons will require registration and fees in order for students to participate. Registration and fees will vary with different opportunities and will be the responsibility of the parent and service provider.

## Break Weeks

Nursery: Infants to K2 childcare during break weeks is available with sign-up during the Fall, Thanksgiving, Christmas, Winter, and Spring breaks at no additional charge.

Preschool: K3 and K4 childcare during the Fall, Thanksgiving, Christmas, Winter and Spring break weeks is available with sign-up at the EE front desk at the following rates:

- Fall, Winter, and Spring: \$135.00 per week
- Thanksgiving (2 days): \$70.00
- Christmas (5 days): \$135.00

Students must be registered by the deadlines below for any of the listed events.

Fall Break	Sept. 18-22	Sign up Deadline: Sept. 8
Grandparents' Day (11:45 Dismissal)	Sept. 15	Sign up Deadline: Sept. 8
Thanksgiving Feast (11:45 Dismissal)	Nov. 17	Sign up Deadline: Nov. 10
Thanksgiving Break	Nov. 20-21	Sign up Deadline: Nov. 10
Christmas Party (11:45 Dismissal)	Dec. 15	Sign up Deadline: Dec. 8
Christmas Break	Dec. 18-22	Sign up Deadline: Dec. 8
Winter Break (11:45 Dismissal)	Feb. 16	Sign up Deadline: Feb. 9
Winter Break	Feb. 19-23	Sign up Deadline: Feb. 9
Spring Break	April 1-5	Sign up Deadline: March 22
Last Day of School (11:45 Dismissal)	May 22	

**ALL SCHOOL DISMISSAL/NO AFTER-SCHOOL AVAILABLE**

## **School Closures**

Emergency closures of schools will be governed by the instructions given on local media outlets based on state and local authorities. When appropriate, decisions to close school will align with Henry County Schools. Holidays and other planned closings such as breaks will be set and communicated by CCS.

CCS uses Parent Alert through Parents Web to text parents when there is an unexpected school closing or an emergency situation.

## **Holidays Observed**

- Independence Day                      July 4, 2023
- Professional Learning Day            July 24, 2023
- Labor Day                                Sept. 4, 2023
- Professional Learning Day            Nov. 13, 2023
- Thanksgiving                         Nov. 20-21, 2023
- Christmas/New Year's                Dec. 25, 2023 – Jan. 3, 2024
- Professional Learning Day            Jan. 3, 2024
- Post Planning Days                    May 23-24, 2024
- Memorial Day                         May 27, 2024
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## **Professional Learning Days**

CCS will hold professional learning days throughout the year. These in-services provide the opportunity for teachers and staff to be trained in specific areas of education. Students do not have school these days. Additionally, it is a good habit to be familiar with general CCS calendars of events.

## **ACADEMIC INFORMATION**

### **K3 and K4 Grading Scale**

- M = Meeting Requirements
- P = Progressing towards Requirements
- N = Needs Improvement

### **Promotion/Retention**

K3 and K4 students must show competency in all developmental areas (cognitive, social, emotional, and spiritual) in order to be promoted to the next grade level. The teacher and principal will determine promotion readiness.

### **Student Assessments**

Development assessments are completed on EE K2 – K4 students. The purpose of student assessments is to give parents and teachers an accurate indication of the progress being made by the student. Assessment results are shared with parents during Parent/Teacher conferences. Parents are invited and encouraged to call or email teachers with questions or concerns.

### **Speech**

CCS facilitates a Speech and Language program for children in preschool through high school, based upon instructor availability. The program serves children with articulation (speech sound production), language (vocabulary, grammar, sentence structure, listening), and fluency (stuttering) disorders, as well as those struggling with literacy skills (phonics, spelling, reading comprehension). A student may be referred for services by a parent or teacher. An initial evaluation is performed to determine

the specific nature of the speech, language, or literacy concerns and students are then scheduled for individual, small group, or classroom-based therapy services. Parents are a vital part of the student's success and expected to complete assignments at home each evening. There is an initial testing fee and an above-tuition monthly fee for students enrolled in the program. The provider is nationally certified through the American Speech-Language and Hearing Association (ASHA) and licensed in the state of Georgia.

If the school speech program is not attainable, students may be referred to the Henry County School System. Upon acceptance, CCS would require documentation of the student's schedule of services.

## **UNIFORMS**

### **Clothing**

Students will be active both inside and outside. It is important that your child be dressed in comfortable, washable play clothes that are suitable for the weather and their varied activities. **Every child must have a change of clothes, including underwear and socks, which can be kept at the school in case of an accident.** If the child is an infant, crawler, or a two-year old they must have 2 changes of clothes at school. Shoes must always be worn. The school does not provide or keep on hand a supply of clothes if a child has an accident. Please send a full change of clothing pertinent to your child's needs in a gallon sized zip lock bag labeled with your child's name.

Students are expected to be well-groomed and neatly dressed while on campus. Students may not have visible body piercings or tattoos while on campus or at school-related activities. Only girls may wear earrings. The earrings should be small, traditional in style, and located in the earlobe. Students are not allowed to wear head coverings in the classroom or any indoor facility. Any forms of dress, jewelry, make-up, hair style, hair coloring, or elements of personal appearance which are considered extreme, distracting, or disruptive are not allowed. Hair accessories must coordinate with the uniform and should not be extreme or distracting. Students may color their hair and/or faces in school colors on announced official spirit days only.

### **K3 and K4 Uniform Shirts**

Uniform polo shirts are required for all K3 and K4 students. These shirts must be purchased from school approved vendors. Students must wear the school uniform each day except for Tuesday spirit days and any additional announced non-uniform days (Mission Dress Down, PTO, or special events). If a student comes to school out of uniform, parents may be called to bring the uniform so the student may attend class.

### **Tuesday Spirit Attire**

CCS spirit shirts are worn on Tuesdays with appropriate jeans and tennis shoes.

## **CURRICULUM/CLASSROOMS**

### **Supply List**

At the beginning of the school year, parents will receive a list of supplies students are to bring to school. Some items will need to be replenished during the school year. Notes will be sent home if additional items are needed.

### **Chapels and Assemblies**

Chapel is held twice a month for K3 and K4 students. Chapels are led by the teachers and staff with special stories and music. During special occasions, a guest speaker will be scheduled to lead our chapel service. Assemblies are held in either the auditorium or the gym and may include fund-raising, kickoffs, pep rallies, and other special events.

### **Outdoor Play and Walks**

Outdoor activities shall be provided daily in accordance with our accreditation requirements. Students should be dressed appropriately for the day's weather conditions. If you would like your child to wear a hat on the playground and on walks, please bring one to school labeled with your child's name. The times and routes for the walks are posted outside the classrooms. Occasionally, unscheduled walks are taken as well. All classes will go outside for at least 30 – 45 minutes each day, weather permitting. **If the temperature is below 35 degrees or above 95 degrees, we will remain inside.** Students not allowed to go outside for any reason must provide a letter from a doctor.

### **Backpacks/Bags**

All students must have a backpack or diaper bag each day. The backpack must be large enough to hold their school folder with important information. Parents are to ensure that medications and hazardous materials are not left in the bags.

### **Birthdays**

Birthdays may be celebrated at school with napkins and cupcakes (cookies, mini muffins, or donuts are also allowed in place of cupcakes). Balloons, gifts, cakes, candles, decorations or lunches for the classroom are not permitted. The celebration will be held during a normally scheduled snack time. Party invitations to be distributed at school must include all students in the class.

## **Discipline and Behavior Policy**

### **Philosophy of Christian Discipline**

The purpose of discipline at Community Christian School is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where students can find true happiness. Where there is this type of atmosphere, students are better able to achieve academic excellence. It is the school's desire to help each student learn self-government and to develop their God-given abilities for the purpose of God's glory. As students learn biblical principles, they are encouraged to do the right thing because it is right; not just because there are rules. Self-discipline is the ultimate goal toward which all training is channeled.

### **Parent Code of Conduct**

If at any time the school determines that the parents' actions do not support the ministry of the school, the school has the right to request the withdrawal of the student.

### **Early Education Code of Conduct**

Good manners and character training are a regular part of the CCS Early Education program. The children are taught to listen, obey, share, be kind to others, and to respect the personal and property rights of others. There will be a lot of positive reinforcement for good behavior. We try to use positive discipline techniques that are constructive. We set limits that are developmentally appropriate and are enforced consistently. When necessary, children are given a few minutes in the "thinking chair" to reflect on their actions before they are allowed to rejoin the group. The use of corporal punishment is never permitted. If behavioral problems persist, your child will be sent to the principal's office.

**We reserve the right to contact you to come and pick up your child if we feel it is necessary.**

If there is a consistent problem, a conference will be scheduled with the parents, the teacher and/or the principal. We will try to work together as a team to resolve the problem. However, we do reserve the right to withdraw a child from the program if behavioral problems cannot be corrected, or if we do not have the full support and cooperation of the parents.

### **Biting Policy**

Biting is an unsettling problem that sometimes occurs in preschool settings and is considered developmental behavior generally seen in children ages 18 – 36 months old. Statistically 1 out of 10 toddlers bite. The following are reasons for such behavior:

1. Exploring
2. Learning about cause and effect
3. Imitating others (Toddlers use imitation as a way to learn.)
4. Developing understanding of autonomy and experimenting with asserting themselves as independent beings
5. Needing more attention
6. Frustration (This is sometimes caused by their lack of language skills and self-regulation. They may know exactly what they want and do not yet have the words or ability to control themselves or to be understood.)
7. Expressing anger
8. Releasing tension or anxiety
9. Excitement

CCS teachers and administrators want to partner with parents to provide a safe environment for students. In doing so, we have established the following policy for biting:

- Each incident is to be documented with a description of what led to the bite.
- Teachers will notify and conference by phone with the parents.
- Parents are required to sign the description document which will be kept in the child's file.
- After three biting incidents that are considered by the teacher to be acts of assertive behavior, the parent will be called to the school to discipline their child. CCS expects parents to have a discipline plan in place before they arrive at school.
- After a parent comes to discipline their child at school two times during a six-week period, the next biting incident will require the parent to pick up the child for the remainder of the day.
- If an additional biting incident occurs, the child will not be allowed to attend EE for one week and parents must have a conference with the principal upon the child's return.
- A biting incident after a weeklong absence will result in the child being dismissed from the school for the remainder of the year. Students may apply to attend CCS the following school year pending the approval of the EE principal.

### **Aggressive Behaviors**

Behaviors labeled as aggressive include hitting, pushing, slapping, pinching, hurting another person, and/or using verbally aggressive language. These actions may occur as a result of provoked or unprovoked actions from another person. As the teacher observes these behaviors, an incident report will be completed. CCS EE teachers and administrators seek to partner with parents to provide a safe environment for all students.

The goal of teachers and parents is to help children learn appropriate behaviors. As parents define, plan, and carry out their discipline decisions with their child, they may wish to use the selected Bible verses below to help guide them in forming their plans and keeping discipline within their family based on Biblical principles. Review these verses as you and your spouse decide on how you will discipline your child. We have found them to be useful.

- Proverbs 22:6 – Train a child in the way he should go and when he is old he will not depart from it.
- Ephesians 6:4 – Fathers (and mothers) do not provoke your children to anger but bring them up in the training and instruction of the Lord.
- Proverbs 20:11 – Even a child is known by his actions by whether his conduct is pure and right.
- Proverbs 23:13 – Do not withhold discipline from a child.

## **EMERGENCY PROCEDURES**

Every day, our first responsibility is to ensure the safety and security of students and staff. If a code alert is issued, we will follow the directions of local public safety agencies. Emergency first aid kits are in all of the classrooms and in the main office. The school is equipped with fire alarms, fire extinguishers, safety sprinkler system, emergency alert radios, two-way radios, and an intercom system. Our staff is well-trained in emergency procedures. We conduct regular safety drills so the children will be familiar with the proper procedures for each type of emergency. Our facility has been inspected and approved for childcare by Henry County and the State Fire Marshall's offices.

### **Weather Alert**

When a weather alert sounds or is aired, school office personnel will immediately notify all offices of possible dangerous conditions. Each departmental office will then notify all teachers and staff in the respective areas. Precautions will be taken to keep students indoors and in a safe location. Students are instructed to follow teachers to the location in the center of the building or to the inside hallway where they are to assume the "drop" position. There are several weather radios at various locations in the EE building.

### **Evacuation**

If it is unsafe for students and staff to remain inside the building, we will conduct evacuation procedures. We will relocate students and staff to a safe location and follow the directions of public safety officials. Teachers follow all procedures to ensure students are evacuated properly. Instructions for evacuation of the building with primary and alternate escape routes are posted in each room. During fire drills, students are instructed to stay inline, walk slowly, maintain silence, and follow the directions of the staff to assigned areas. In any situation that would prevent continued use of the building, students would be moved to another building on campus or outside until parents could be notified, and all students picked up.

### **Lockdown**

Lockdown procedures are conducted in the event of intruders or threats of violence. All students and staff will remain behind locked doors and will follow the direction of public safety officials.

### **Shelter-In-Place**

Teachers and staff will move students to safe locations inside the EE building (interior classrooms away from windows and doors) if a Shelter-In-Place directive is given and will follow the direction of public safety officials.

## **FAMILY INFORMATION**

Please make sure that staff members are aware of any special circumstances in your family that may affect your child's temperament or behavior (a move, a new baby, loss of a loved one, divorce, separation, etc.). All information shared with staff will remain confidential. Routinely check with your child's teacher to ensure that emergency contact information is up to date. Names of individuals who are allowed to pick up your child should be clearly stated.

### **Separation Anxiety and Saying Good-Bye**

We want your child to have a happy and positive experience at preschool. Here are some experience-based guidelines to make transitions easier:

1. Apprehension is normal for both of you. Attitudes are important – your child will pick up on your feelings. Expect your child to go to school happily and to have a good time.
2. Visiting the classroom and teacher is important. Use the teacher's name frequently in conversation, and let your child get used to the idea of preschool. Talk it up!

3. If need be, stay the first few mornings to allow your child to get comfortable. Gradually decrease the amount of time you stay.
4. Understand that we will not allow your child to cry uncontrollably. We will be glad to call you with a progress report or you may call to check in at any time. Sometimes we take upset children on a “special errand” around the school with staff members to give them time to calm down away from the class.

We want to work with you to make this time as smooth as possible, so please let us know of any suggestions that you may have.

### **Matters of Child Custody**

The EE staff tries to be aware of and sensitive to the families we serve. If divorced or separated parents are sharing custody, and there is some way CCS can help, let us know. Parents should know that without a legal document, we cannot presume that one parent has more or less rights than the other parent. CCS will not become involved in any child custody disputes. Our records and resources are not available unless required by a current court subpoena.

## **FOOD SERVICES**

### **Snacks**

We provide a healthy snack during the scheduled mid-morning snack time. Snacks usually consist of a variety of nutritional food items, such as the following: cheese and crackers, fruit (apple, tangerines, or bananas), yogurt, Cheese-its, vanilla wafers, fruit, applesauce, and drink. Occasionally, due to birthday parties or other circumstances, we may need to alter what we are serving without notice. The children are encouraged to try the food provided and are encouraged to clean up when they are finished.

Toddlers through K4 students in the After-School program will receive a light snack between 4:00 -4:30 PM.

### **Lunches**

Wholesome, delicious lunches are planned by nutritionists and are prepared fresh each day by on-site chefs from ChefAdvantage for K3 and K4 students.

Students in infants, crawlers, and toddlers need to bring their lunch from home. Lunches should include a protein, bread, 2 or more fruits and/or vegetables, and a drink (water, milk, or at least 50% juice). Lunches from home must be brought to the school at the time of student drop-off.

According to accreditation requirements, the students are not to be given sugary foods or drinks while in the care of the school except for special occasions.

**If you plan on bringing your child a lunch from home, please adhere to the following:**

1. Put your child’s name on the lunch box in a visible location.
2. Provide a plastic spoon or fork in the lunch box.
3. Put a cold pack in the box to keep food items cold.
4. Cut hot dogs and grapes into quarters.
5. Provide a drink. (Do NOT send carbonated beverages. Juice must be at least 50% juice.)
6. Do not send any glassware containers in the lunch box.
7. Do not send gum or candy.
8. Follow state guidelines in providing a protein and 2 or more fruits/vegetables.

For your child’s protection and sanitary purposes, we throw away perishables that are not eaten at lunch.



## Special Nutrition and Food Allergies

For students with special nutritional needs or food allergies, CCS requires the parent to complete a food/medical plan form. CCS is not a peanut-free environment and cannot adjust the current menu. If a child has allergies to any foods on the CCS menu, please make the teacher aware and a meal from home must be provided by the parents.

## STUDENT HEALTH

### Sick Policy

To protect the health of the other students, please do not bring a child to school that is sick. No child who has symptoms listed below will be allowed to stay at school. If a child becomes ill after arriving at school, he/she will be separated from other students, and you will be notified to come and pick them up. It is expected that parents or guardians will pick up sick children in a timely manner, usually within an hour of notification

Symptoms for being at home while ill include:

- Fever of 100.0 degrees or above
- Vomiting or diarrhea (even associated with teething and/or medications) If a child vomits or has diarrhea three times within 3 hours, parents will be contacted to come and pick up the child immediately (within the hour).
- Any symptoms of childhood diseases such as scarlet fever, German measles, mumps, chicken pox, cough, strep throat, flu, etc. or any other infectious or contagious disease
- Ongoing, contagious symptoms related to common cold
- Sore throat
- Croup
- Fifth disease (parvovirus B19 or "slapped cheek disease")
- Any unexplained rash
- Pinkeye or any other eye infection (All eye infections are contagious. The child must be on medications for 24 hours and not exhibit any symptoms before returning to school.)
- Cloudy or green runny noses or persistent cough
- Any communicable diseases (Please notify teachers as soon as possible in this situation. We are required to notify all parents of communicable diseases.)

We require that a child be free of vomiting, diarrhea, or viral symptoms without medication for 24 hours before returning to school. ***If in doubt, please check with CCS administration prior to bringing your child to school.*** Adherence to this policy is important to protect the health of all students and staff on our campus.

### Communicable Diseases

We desire to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted, either directly or indirectly, by a susceptible host or infected person or animal to other persons. Teachers or administrative personnel who reasonably suspect that a student has a communicable disease will immediately notify the school nurse. Some examples of communicable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), animal bites, Conjunctivitis (pink eye), Head Lice, Hepatitis, Human Immunodeficiency Virus (HIV), Measles (Rubella), Meningitis, Meningococcal Disease, Mumps, Pertussis, Poliomyelitis, Rabies, Rocky Mountain Spotted Fever, Rickettsia, Salmonellosis, Smallpox, Syphilis, Tetanus, and Tuberculosis.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, by state requirement,<sup>1</sup> the school may ask for an independent physician's examination of the student at the parent's expense to verify the diagnosis of communicable disease.

The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Parents of all students in an affected grade will be notified by a note sent home.

Children who are absent because of a communicable disease must have a signed statement from a physician indicating the child is no longer contagious to return to school.

## **Masks**

Masks for students are optional. Masks with prints and patterns are acceptable but must meet the following guidelines:

- No letters, logos, or wording with the exception of the CCS logo
- No political statements
- Nothing scary or inappropriate

NOTE: Parents signature on the handbook acknowledgement form also covers the terms of this waiver.

I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, agree that I will comply with all Community Christian School and Community Bible Church (Herein referred to as "CCS/CBC") policies and rules, including but not limited to all, CCS/CBC policies, guidelines, signage, and instructions. Because CCS/CBC is open for use by other individuals, I recognize that I am at a higher risk of contracting COVID-19.

With full awareness and appreciation of the risks involved, I for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives hereby forever release, waive, discharge, and covenant not to sue CCS/CBC, its board members, officers, agents, servants, independent contractors, affiliates, employees, representatives, successors, and assigns (Herein collectively referred to as the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly, arising out of or related to any loss, damage, or injury, including death, that may be sustained by me related to COVID-19 whether caused by the negligence in any activity while in, on, or around, or using the CCS facilities, tools, equipment, or materials.

I agree to indemnify, defend, and hold harmless the Released Parties from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising either directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the CCS facilities, tools, equipment, or materials, whether caused by the negligence of the Released Parties or otherwise specifically related to COVID-19.

I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and voluntarily as my own free act and deed, including without limitation the Release of Liability and indemnification requirements contained in this document; I am sufficiently informed of the risks involved in using the CCS facilities to decide whether or not to agree with this document; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least 18 (eighteen) years of age and fully competent; and I execute this document for full, adequate, and complete consideration fully intending to be bound by same.

I agree that this Waiver of Liability shall be governed by and construed in accordance with Georgia law, and that if any of the provisions herein are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Waiver of Liability as a whole. This Waiver remains in effect until the State of Georgia lifts all COVID-19 related mandates.

## **Medication**

Teachers are not to administer medication of any kind to students. Medication must be administered by the front desk staff according to the following guidelines:

1. Parents must supply the medication to the nurse in the original bottle.
2. The medication authorization form must be completed and signed by the parent.
3. Authorization forms must be updated weekly.
4. Prescription or non-prescription medications or vitamins are not permitted on campus without a signed Medication Authorization Form, indicating the reason and the dosage. Any necessary medicines are to be kept in the office and administered by the front desk staff. There is a nurse on duty during school hours.

**\*CCS reserves the right to refuse administration of medication.**

### **Head Lice**

Anyone can contract head lice from sharing combs, hair clips, headrests, pillows, or just close contact. Frequent scratching is the first sign that one might be infected. Parents of students who are found to have head lice will be contacted immediately and asked to remove the student from school. If a child is found to have head lice, the parent is asked to contact the doctor for advice and treatment. The student may return to school when all of the nits and lice are removed, and the nurse has checked the student's scalp.

### **Ringworm**

For a student with ringworm to attend class, the ringworm must always be covered. The only exclusion would be if a doctor's note is submitted stating the ringworm has been treated and is no longer contagious.

### **Sick Room**

The sick room is for students to rest should they feel ill. Normally when a student is ill enough to be out of class for any length of time, the parents are notified so the child may be taken home or to the doctor. An illness report will go home with the child with instructions. The student should be picked up within the hour after the call to the parent. The sick room is in the school office area.

### **Accidents and Injuries**

CCS makes every effort to ensure the safety of students. Unfortunately, accidents do happen. In the event your child is involved in an accident, we will make every effort to contact you. If we cannot reach you, we will call the emergency contact listed in our system. Please be sure to make any necessary changes on these forms during the year. The Emergency Medical Authorization form completed at registration will assist us in getting prompt attention for your child. Our staff will complete an Incident Report in the event of any serious accident or injury.

Members of our staff will have current training in First Aid and CPR for children at any given time and will provide any immediate care deemed necessary.

In cases of serious illness or injury, Emergency Medical Services (911) will be contacted. If a child should need to be hospitalized, the most appropriate local medical center will provide services. A staff member will stay with the child until a parent or guardian arrives.

### **Incident Reports**

The purpose of an incident/student/accident report is to ensure accurate tracking and appropriate follow-up of all incidents which occur while in the care of CCS.

CCS will not disclose the names of students on a report should the incident involve more than one child to protect the privacy of all involved.

### **Mandated Reporting**

Georgia law requires that the school report immediately any case of suspected abuse or neglect to the Department of Family and Child Services (DFACS). By law, all school employees are designated as mandated reporters.

## **NAPTIMES/POTTY TRAINING**

### **Infants to 12 Months**

CCS requires a written explanation of each student's naptime routine. If you would like your child to sleep on his/her stomach, we will need a letter signed by the parent and the child's physician stating CCS employees are allowed to lay the child in this position. The nursery will provide crib sheets and blankets for naptime.

### **13 Months to K4**

Each child will need to bring a nap-roll mat (a mat with an attached pillow and blanket, all in one). Sleeping bags or mats with zippers or strings will not be allowed. All full-day EE students take a nap after lunch between 12:30 – 2:15. If the child does not sleep this entire time, the child is to remain quietly on their mat. We ask that parents work with their child and the teacher on the nap schedule so that other children may properly rest. **Nap-roll mats may be purchased from**

<https://shop.matindustriesinc.com/Restmat-KN-100.htm> .

### **Potty Training**

CCS will partner with parents in the potty training of their child when all parties are in full agreement of the commitment. CCS prefers to start this process when the child is at least 24-26 months old. During potty training, we ask that children are not sent to school wearing overalls, jumpers, or onesies. If parents choose to use pull-ups, we ask that you use only the side fastening, re-closable style.

Students in K3 and K4 must be fully potty trained and independent in the restroom. Students in K3 who have three accidents within a one-week period are not considered fully potty trained and will not be allowed to attend class for one week. This break is designed to give parents time to fully potty train their child. No tuition credit will be given during this break. If another accident occurs after the child returns to school, parents will be asked to remove the child from the program. Parents may choose to hold the child's spot in the program by continuing to pay the regular tuition amount.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to become involved in the EE program by assisting with occupational experiences (show and tell), holiday activities, and in many other ways. Parents should feel free at any time to set up a conference to discuss their child's development with the teacher.

### **Expected Parental Commitments to CCS**

- Attend parent orientation.
- Attend Parent/Teacher Conferences.
- Pray for CCS, the staff, and the events.
- Read Tuesday Folder materials and notes thoroughly each week. Return the folder the next day.

### **Suggested Parental Commitments to CCS**

- Attend PTO meetings.
- Attend room parent meetings.
- Actively participate in fund-raisers each year.

### **Development Department**

The major fundraising projects at CCS are planned to help upgrade the school programs or to make a capital improvement in the schools. Students and their families are encouraged to participate in the fundraisers. Individual classes and organizations may

have specific fundraisers with approval from the Development Director and as long as they do not interfere with schoolwide endeavors.

### **Room Parents**

Room mothers and fathers are a very important part of the school community. They are selected at the start of the school year by the teacher and approved by the administration. They are chosen on the basis of interest, testimony, willingness, and availability. Room parents should follow Biblical principles at all times. Interactions and conversations with the teachers, other parents, and students must always remain wholesome, upholding one's role in the body of Christ. Room parents must use caution when dealing with all students and staff in the areas of appropriate talk, emails, physical touch, and gestures. Consequences of room parents failing to uphold this policy may result in loss of privileges. No parent may serve in this capacity in more than one class each year in order to give full attention to that specific class. Room parents help with class parties and special events when the teacher may desire additional assistance. Parents will not undertake class activities on their own but will always work with the teacher.

### **Parent/Teacher Organization**

The PTO, comprised of parents and staff members, desires to bring into closer relationship the home and the school. The PTO assists the school throughout the year in various ways from fundraising to special activities and events for families and students. Any parents who wish to join the PTO should contact the school office.

### **Parent/Teacher Conferences**

Conferences will be held twice a year (fall and spring) to give parents and teachers an opportunity to discuss student progress and address any concerns. Any materials, notes, or charts that would be helpful for parents will be made available at this time. If requested, more conferences can be arranged.

## **OTHER IMPORTANT INFORMATION**

### **Media Release Policy**

If parents do not wish their children to be involved in media coverage, please notify the EE office.

### **Prohibited Substances**

There will be no smoking, vaping, or any use of tobacco products on the school property. Parents, staff, chaperones, volunteers, and students-in-training shall not consume or be under the influence of alcohol or any illegal substance on school property or at any time or place when students are present and under school responsibility.

### **School Office Procedures**

All parents are welcome at the school. Upon arrival, the parents should report directly to the EE office to receive a visitor badge. Unless prearranged, parents are discouraged from visiting the classrooms. (Conferences with teachers can be requested at any time.) Unannounced classroom visits disrupt lessons and distract students and staff alike. After 8:00 AM, all forgotten items may be left in the school office for delivery to the student.

### **Lost and Found**

The Lost and Found is located in the EE office. Please check regularly for any missing items. Items not picked up with no name will be donated to a local charity.

## **Transportation**

CCS EE does not provide transportation to and from school.

## **Overview**

Good manners and character training are a regular part of the discipline policy at CCS Early Education program. The children are taught to listen, obey, share, be kind to others, and to respect the personal and property rights of others.

Administration may suspend a student for aggressive behavior. A pattern of misbehavior may result in a recommendation for administrative withdrawal.

### **Lockers, Cubbies, and Cubicles**

At CCS, the safety of our students is our main priority. The lockers, cubbies, and cubicles are the property of CCS and may be opened or inspected by any administrator, lead teacher, or principal without the permission of the student or parent. Students and parents to whom lockers and/or cubbies are assigned are responsible for the content and belongings located inside the lockers and/or cubbies or cubicles. Students and parents should have conversations in reference to appropriate items being transported to CCS and in their child's possession at CCS.

Prohibited items at CCS or CCS school functions include, but are not limited to, the following: knives, tobacco products, vaping products, alcoholic beverages, illegal drug substances prohibited by Georgia Law, guns, matches, cigarette lighters, weapons of any kind that can be deemed to cause harm to any person, razors, explosives, and inappropriate literature. CCS reserves the right to conduct appropriate searches as necessary in the event that possession of a prohibited item is suspected.

### **Cell Phones and Other Electronics**

Students may bring their electronic devices to CCS. To the extent that a student brings any electronic devices to school (smart phones, cell phones, smart watches, iPADS, tablets, handheld gaming devices, etc..), the student and parent do so at their own risk. CCS is not liable for and will not be responsible for the damage, theft, or loss of such device. Students who choose to bring such devices to CCS shall comply with all rules and regulations regarding the same.

Students are not permitted to be on their electronic devices during the school day unless permission is granted by the student's teacher or another administrator.

Students may not use electronic devices in any manner, in any way, that is harassing or disruptive to the educational environment, including making threats, bullying, using camera phones to take inappropriate pictures or to videotape classes, to send text messages during class, or in any manner that would otherwise violate any school rule.

Parents are encouraged to speak with their children in reference to this policy.

### **Social Media and Social Networking**

CCS does not permit students to access social media or post on social media during the school day, unless authorized or permitted by the student's teacher, principal, or other administrator. Students should understand that any content deemed to be inappropriate or to involve inappropriate content is in violation of school policy and may result in disciplinary action.

Students and Parents are not permitted to use the CCS logo, trademark, or service mark to post online. Students and parents should not create websites or social networking profiles to disparage or rate teachers, speak negatively about CCS, or disclose any confidential information of the school, employees, students, or parents.

Parents should monitor all forms of their child's social media posts.

#### Harassment/Bullying

CCS is dedicated to providing and fostering a Christian environment. Therefore, any harassment or bullying will not be tolerated. Any form or type of offensive conduct, whether on or off campus, can create an uncomfortable environment. All concerns relating to bullying and harassment should be reported immediately to CCS. When the school administration becomes aware of harassment and/or bullying, the incident will be investigated in a prompt and timely manner. Any student found to have violated this policy will be subject to disciplinary action dictated by the administration.

Parents should speak with their child(ren) about bullying and harassment.

#### Student/Adult Interaction and Communication

Students and adults (parents, teachers, administrators, staff members, and all visitors) are expected to interact and communicate with each other in a Christian, professional, ethical, and respectful manner.

If a parent or student is aware, or becomes aware, of any communications or actions towards a student that seems inappropriate, unethical, or disrespectful, such incident and communication should be reported to CCS immediately. This information should be reported directly to the principal of elementary, middle, and/or high school.

#### CLOSING

We thank you for choosing the Community Christian School Early Education program for your child's education and care. We recognize the level of trust you are placing in us, and we do not take it lightly. Please pray with us for God's continued direction and blessing on this ministry. Our desire is that He would be honored and glorified in all that we do as we minister to you and your precious little ones.

Thank you and God Bless.

Mrs. Dianna Jeffers,

Early Education Principal

Please sign and return the acknowledgement form stating you have read the Parent Handbook and that you agree to abide by all of the policies contained therein. Thank you.

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