

# ***Parent Handbook***



***With Appendix A***

***Kindergarten Parent/Student Handbook***



**Revision: 1/20/2023**

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### ***Our Vision***

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To **SERVE FAMILIES** in our community by providing a **CHRIST CENTERED** educational experience that fully **EQUIPS CHILDREN** intellectually, socially, physically, emotionally, and spiritually.

### ***Our Mission***

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At Central Baptist Church, we exist to **EXALT** the Lord Jesus Christ, **ENCOURAGE** spiritual maturity, and **EXPRESS** the love of Jesus Christ. The main mission of Central Baptist Preschool is to assist families by providing Christian childcare to “train up a child in the way he should go” (Proverbs 22:6). It is our desire to partner with parents in their effort to lay strong spiritual foundations in the lives of their young children.

### ***Our Purpose***

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Central Baptist Church Preschool (CBC Preschool) is a ministry of Central Baptist Church. We accept the responsibility of offering quality Christian education, both spiritually and academically. The Preschool is intended to be an extension of a Godly and Christian home; therefore, we will work with the parents to meet the Christian goals they have for their children. It is also an arm of the church, leading families into its fellowship throughout our community.

Using Deuteronomy 6:4-7 as a Biblical model, we are to diligently teach our children how to love God with all their heart, soul, and strength. Our desire for each preschooler is that he or she:

- learns about Jesus and His love for him/her;
- learns about the Bible;
- thinks of Central Baptist Preschool as a safe and happy place;
- realizes the importance of family;
- makes new friends.

### ***Christian Philosophy of Education***

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*“Happy is the man that finds wisdom, and the man that gets understanding.” (Proverbs 3:13)*

At Central Baptist Church Preschool, teaching children about the love of Jesus Christ is our priority. We emphasize loving one another the way Jesus loves us and treating one another with respect. This philosophy is woven throughout our curriculum and is demonstrated in our lesson plans, in our discipline, and in our relationships.

We believe “the fear of the Lord is the beginning of knowledge”, and that all knowledge has its foundation in the Word of God. We believe the Bible is God’s inspired Word and we teach it as such, helping children to develop attitudes of love and respect toward it. We train the children to hope in the Lord, to love Him, and to keep His commandments. We encourage the children to know and obey the will of God as revealed in the Scriptures. We strive to stimulate and enlarge the children’s involvement in the church and its worldwide tasks of witnessing and evangelizing.

As a staff, we strive to be models of Christ in our understanding, patience, and love; as such, everything we do and say is in consideration of the children. Because a child develops spiritually, mentally, physically, socially, and emotionally, we are committed to providing biblically based, developmentally appropriate experiences to allow each child to progress in these areas at his or her own level of ability, while enjoying feelings of success. This is done primarily through our curriculum, with hands-on learning activities in learning centers, and through the positive, Christ-like role modeling of the staff. We view ourselves as partners with families, teaching and loving the children in our care. The following are some things you can expect at CBCP:

- The children will spend most of their time playing and working with materials or other children. Structured play is crucial for young learners.
- Children will be taught God's Word through stories, activities, games, and crafts. In addition, God's principles will be demonstrated through the staff's modeling of God's love. Teaching children to follow Jesus' example of love, respect and honor is our daily goal.
- Children will have access to various activities throughout the day. Some of the activities and materials you will see are assorted building blocks and other construction materials, props for pretend play, picture books, paint and other art materials, science toys, manipulatives, and puzzles.
- The teachers will work with individual children, small groups, and whole groups at different times during the day.
- The classrooms will be decorated with the children's original artwork. Older children will have an opportunity to show off their own writing with invented spelling as well as their own stories recorded by the teachers.
- The children will learn numbers and the alphabet in their everyday experiences.
- The children will be engaged in projects, yet still have long periods of time to play and explore.
- The children will have an opportunity to play outside every day, weather permitting.
- The teachers will read books to the children. Reading is not limited only to large groups.
- Our teachers recognize that children's different backgrounds and experiences mean that children do not learn the same thing at the same time in the same way. Therefore, curricula will be adapted for each class and each individual child as is necessary for everyone's success.

### ***Teaching Staff***

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The faculty and staff of Central Baptist Church Preschool are committed Christians called of God to teach, train, and minister to the whole child: spirit, soul, and body. We believe our teachers are important role models and have a tremendous impact on the lives of our children. They will teach and evaluate, plan and prepare, relate and counsel, pray and care. Our staff looks forward to serving the needs of your child. Please pray for them and always give them your respect and encouragement.

All Teachers and Administrative staff are required to obtain CPR and First Aid training. Prior to hire, each employee must have a criminal records check. Central Baptist Preschool only accepts employees with a commitment to parents and children.

Central Baptist Preschool is a ministry of Central Baptist Church; thus, all staff members are hired understanding the higher standard to which they must hold themselves. The teachers are employed by Central Baptist Preschool and are accountable to the Director. The Director is also employed by Central Baptist Preschool and is accountable to the Executive Pastor.

### ***Standard of Conduct***

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Upon enrollment, parents must sign acknowledging they have received access to the Parent Handbook which contains key policies and procedures.

### ***Cooperation Expectations***

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All children attending Central Baptist Church Preschool should do so as the result of the parents' desire to have their child educated in accordance with our educational philosophy. For this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy of Central Baptist Church Preschool retain the right to remove their child. Likewise, the Administration of Central Baptist Church Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is uncooperative with the program.

## ***Enrollment Procedure***

All families wishing to enroll at Central Weekday Preschool should submit the following prior to the child's start date:

- Registration Form + non-refundable registration fee
- Experience Record
- Children's Medical Report
- Immunization Record
- Documentation of Receipt of:
  - Safe Sleep Policy (for infants 12 months and younger)
  - Discipline Policy
  - Summary of NC Laws
  - Parent Handbook
- Media Permission Forms
- Infant Feeding Schedule (15 months and younger)
- If applicable, any custody agreement/protective order granted by the courts or arranged by the parents. This includes an agreed-upon list of those allowed to pick-up the child.

Notes for enrollment procedure:

- A. Parents are required to submit the Children's Medical Report and current Immunization Record for their child within 30 days of enrollment.
- B. Parents are encouraged to visit the Preschool before their child is enrolled and should bring their child with them. This will give the parents and child an opportunity to meet the teachers and other children before the first full day of attendance.
- C. Parents must agree to comply with the policies as described within this handbook prior to the first day of enrollment.
- D. There is an early re-enrollment period prior to the public enrollment period for current students and their siblings for the upcoming year.
- E. If there is not a space available when you wish to enroll your child, your contact information will be gathered, and you will be put on the waiting list. There is no charge for this. You will be called when a position becomes available. Your name will be removed from the waiting list upon your request or if we contact you and you do not respond within 10 business days.

Upon enrollment:

When a child becomes enrolled, families should become familiar with the class daily schedule. This is posted in each classroom. Other information will be placed in the child's folder and/or emailed. In addition, teachers sometimes post in the classroom a list of special items needed for the class or items needed that week for "Show and Tell". Please stay informed of daily activities and read any notices posted so your child can fully participate in and benefit from the services offered. Also, please talk with your child about what happens at school and what he/she is learning.

Please speak with your child about listening to, obeying, and respecting their teachers and getting along with their fellow students.

All children three years-old by August 31<sup>st</sup> of the current year **MUST** be completely potty-trained (no longer use disposable training pants) **BEFORE** they may graduate to the next age group. Accidents happen occasionally, but not frequently enough to be considered fully trained. As a team, the parents and teachers need to take into consideration the child's readiness before beginning the process of potty-training.

Enrollment may be terminated at any time and for any reason by either the parents or the Administration with a two-week written notice. The Administration reserves the right to terminate enrollment immediately if necessary for the protection of the staff or other children at the Preschool. Tuition is expected to be paid in full whether the child attends during the last two weeks, and regardless of which party initiates the termination.

## ***Leaving the Center***

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While we hope that every family would want to stay with us for as long as the child needs care, sometimes circumstances intervene, and the family must leave the Center. There are two main ways a family could leave the Center - Withdrawal (which is initiated by the family) and Disenrollment/Dismissal (which is initiated by the Center).

**Withdrawal** - We require a two-week written notice be given prior to withdrawing from CBC Preschool.

**Disenrollment** can occur to any child if:

- parent fails to provide required enrollment forms
- tuition payments are repeatedly late
- parent is non-compliant with policies and procedures
- repeated tardiness for pick up
- for child discipline reason (see Discipline and Behavior Management Policy)

When a child is withdrawn from the center for any amount of time, their space will not be held and will be filled with another child. Spaces cannot be held during school track out periods or extended vacations.

Payment is due for the notice period whether the child attends CBC Preschool during that time. Any outstanding fees must be paid on or before the child's last day of school. There is no refund for early withdrawals.

## ***Payments and Fees***

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All Registration Fees are non-refundable. These fees are charged annually covering the months of September through August. Tuition is based on classroom placement—NOT a child's age and will not change until the child is promoted to the next classroom at the beginning of the next school year.

Current tuition rates are available from the administration. Tuition rates are evaluated annually by the Preschool Administration and the Preschool Board and may change at the beginning of a school year. The Administration makes such changes available to parents through email and the Parent Handbook. Parents are responsible for making the correct tuition payment amounts.

- Weekly tuition payments are due each Monday for the current week. Tuition must be paid weekly online via our online payment processing system. Parents will be emailed a unique username and password to log into this system upon enrollment.
- Except for Christmas week, there will be no deductions from tuition for absences, illnesses, holidays, vacations, or school closings. Please do not expect a space to be held for your child if your tuition payment is not current for the week.
- Sibling Discount: Central Baptist Church Preschool offers a sibling discount of 5% off the tuition of the oldest child enrolled in the preschool. This discount only applies to children who attend for five days a week in the preschool program.
- Late Tuition: It is your responsibility to be sure payments are paid on time. If your child will be out or the Preschool is closed on a day that payment is due, you are still expected to have payment submitted by the appointed time. Payments are due on Monday and are considered late at close of business on Wednesday of each week. After that, all balances will be charged a \$25 late fee. *The Preschool Board has determined that no account will be more than one week late. The child may not be able to return until the account is caught up or other arrangements are made. On occasion, a special payment plan may be jointly created by the Administration, Preschool Board Chair, and a parent to accommodate unforeseen circumstances. It is understood that payments not received as agreed in the plan will be considered late, and late fees will be assessed. All tuition accounts must be brought to a zero balance by the last day of the school year. There may be no remaining balance from tuition, late fees, or any other charge carried into the new school year. Any student whose account balance is not cleared by this day will be dis-enrolled and will be subject to all enrollment procedures*

*currently in place, including waiting list and a re-enrollment fee. The child's space will not be held and will be made available to the next child on the waiting list.*

- Late Pick-Up: A late charge of \$2.00 per minute, per child will be added to your account if your child is picked up after the scheduled closing time. It is appreciated if a parent informs the Preschool when a child will be picked up late, but such acknowledgement will not exempt the parent from the fee. The late pick-up fee is determined by the time you check out your child at the reception computer. Repeated tardiness may result in disenrollment.

### ***Closing Dates***

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Central Baptist Preschool observes the holidays and closings listed below.

- Labor Day, Monday
- Thanksgiving
- Friday after Thanksgiving
- Christmas Week \* *There is no tuition due this week.*
- New Year's Day
- Good Friday
- \* Winter Teacher Workday (determined annually)
- Memorial Day
- Independence Day
- \* 3 Summer Teacher Workdays (determined annually)

### ***Hours of Operation***

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Operating hours are Monday through Friday from 7:00am until 6:00pm, year-round. Transfer of the responsibility of your child may not occur before 7:00am. For planning purposes, if your child will arrive after 9:00am, please inform the preschool.

### ***Inclement Weather***

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Should it become necessary to alter our regular school schedule due to inclement weather or for other reasons, CBC Preschool will make every attempt to notify parents as soon as possible by means of announcements through WRAL News, our website, our Facebook page, and email.

It is important to note that our staff and families live in several counties surrounding the area. Therefore, for the safety of all staff and families, we will consider the Wake County Public School System's announced schedule changes, but we will not necessarily follow their plan. Additionally, we ask that you pick up your child as quickly as possible in such situations, so our staff can get home safely.

## ***Health and Safety Practices***

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- 1. Hand Washing:** Parents are asked to wash their hands or use sanitizer before entering the preschool. Children are required to wash their child's hands upon entering the classroom each morning. Teachers will assist the children in washing their hands before and after snack, before and after lunch, after bathroom use, after nose blowing or wiping, and any other time hand washing is necessary. Teachers will follow the same hand-washing procedures for themselves.
- 2. Toys and Equipment:** Toys, equipment, and furniture are disinfected daily with a mild bleach solution. Heavy disinfecting cleanings are conducted weekly with a stronger bleach solution.
- 3. Fire:** Fire drills are conducted at least once a month and are recorded. Evacuation plans are posted next to exits.
- 4. Shelter in Place/Lock Down Drills:** Drills are conducted quarterly. Evacuation plans are posted next to exits.
- 5. Accidents and Injuries:** First Aid will be administered to a child needing care. Employees will wash the area with soap and water and put a bandage on the wound when necessary. Ice may also be used to treat wounds. No other treatment—including the administration of any medicine—is allowed by staff. Each injury is recorded on a report for the person picking up the child to sign to acknowledge communication. The preschool keeps a copy of the signed report in the child's file. Serious accidents requiring medical attention are recorded on an Incident Form which is signed by the child's guardian and are reported to our licensing consultant.
- 6. First Aid Training:** All administrators and teachers are required to maintain current CPR and First Aid certificates. All other staff are required to obtain CPR and First Aid as soon as possible after employment commences.
- 7. Covid Precautions:** The Preschool is licensed by the Department of Child Development and Early Education and must follow the guidelines and protocols set in place by them. These policies change frequently so we won't list specific guidelines in this document. If you would like a copy of their latest guidelines, please see an administrator.

## ***Medications***

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Except for asthma maintenance/prevention medications, sunscreen, diaper cream, lip balms, and emergency medications, CBC Preschool does not administer medications to children. No medications may be brought into the Preschool without the proper authorization. This includes over-the-counter items such as eye drops, lotions, soaps, or acetaminophen.

- 1. Consent:** Written parental consent is required to administer ANY medication.
- 2. Prescription Medication:** The ONLY prescription medications CBC Preschool will administer are asthma maintenance/prevention medications (via nebulizer, inhaler, or other doctor-prescribed device) and emergency medications (Benadryl or Epi-Pens). No other prescription medications will be administered in the center. Except for asthma maintenance/prevention and emergency medications, prescription medications may NOT be brought into the classroom. If your child needs medication during their time in class, you will need to come to the center, take them from their class and bring them to the office area to administer the medicine. Prescription medication may ONLY be administered to the child whose name appears on the label. The prescription medication must be in its original container and be properly labeled with the child's full name, the date the prescription was filled, the medication's expiration date, and legible instructions for its administration, such as the manufacturer's instructions, prescription label, or the child's doctor's written instructions. Please do not ask us to administer medicine to your child in a way that does not totally agree with the label or prescription itself.
- 3. Non-Prescription Medication:** The ONLY non-prescription medications we will administer are diaper cream and sunscreen. Sunscreen must be in lotion, stick, or pump form. Aerosol sunscreen is not permitted. Proper written parental authorization is required before medications can be applied. Cough medicines and fever-reducing medicines will NOT be administered. The only exception shall be for children who have been diagnosed with febrile seizures. In such a case, we must be provided a doctor's note stating clear instructions as to the circumstances under which the medication must be given. After administration of the medication, the parents will be called to pick up the child.



4. **Unused Medication:** Unused medication must be picked up promptly after the time to be administered, or after notification that it is no longer qualified for use (i.e., permission form or medication has expired, etc.). Any medications left at the Preschool after 72 hours will be properly discarded.

### ***Sick Policy, Major and Minor Accidents***

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For the benefit of other children enrolled, please keep your child at home if he or she appears ill in the morning before arrival. Your child should be able to participate normally in all daily activities (including outdoor play) to attend.

Should a child become sick during the day, the parents will be notified to pick up the child as soon as possible. If the parent cannot be contacted within a reasonable amount of time, the emergency contacts listed on the registration form may be contacted.

A child who displays one or more of the following symptoms is not healthy enough to participate in our program. This is for the protection of every child in the preschool. Please note that there are more exclusion symptoms than those listed below, but this is the general list of symptoms applicable for most young children:

- **Fever of 100° Fahrenheit or higher** - The child may return with a negative Covid test or alternative diagnosis, and after being fever-free without medications for 24 hours.
- **Diarrhea** - Two or more soft or watery stools within a 24-hour period. The child may return 24 hours after the last episode.
- **Vomiting** - two or more occasions within a 24-hour period. The child may return 24 hours after last episode.
- **Chicken Pox** - the child may return after blisters dry.
- **Eye discharge or Pinkeye** - the child may return 24 hours after treatment begins.
- **Lice or Nits** - the child may return 24 hours after treatment begins and hair is free of nits.
- **Measles** - the child may return 5 days after rash appears.
- **Ringworm** - the child may return 24 hours after treatment begins.
- **Strep Throat** - the child may return 24 hours after treatment begins.
- **Impetigo** - the child may return 24 hours after treatment begins. Affected areas must be covered.
- **Generally too tired or ill to participate in normal activities.**
- **Covid protocol** – Do not send your child to preschool if they have been exposed to someone with COVID (within 6 feet for more than 15 minutes without masks) or if you are awaiting test results. Please report any positive cases of Covid within your household and quarantine your family for the required time as defined by the current DCDEE policies. We follow the protocols issues by the Wake County Health department which change often.

If a child develops a contagious disease, such as strep throat, pink eye, Covid, or chicken pox, the director should be notified immediately. CBC Preschool requires a note from the child's pediatrician to clear the child before re-admittance after such an illness. In this case the director may notify other parents or post notifications for parents within the classroom. Confidentiality will be honored in all situations.

**Minor Accidents:** If a child gets a scrape, scratch, bite that does not break the skin, bruise, bloody nose, or bump on the head, it will be considered a minor accident. An employee will complete a report for the parent to sign as described under Health and Safety Practices.

**Major Accidents:** If a child has an accident that requires medical attention, the teacher or a member of the administration team will notify the parents and either the parent will take the child to the doctor or a member of the Administration team will arrange transportation for the child to the nearest hospital by personal vehicle or ambulance. The Preschool will assume no financial responsibility for child's transportation or treatment in the event the child must be transported to the hospital by a staff member. In an emergency, 911 will be called first, then the parent.

Children with allergies or other special medical needs must have an Action Plan signed by a physician. This plan includes all actions needed for any given medical situation to properly care for the child.

## ***Emergencies***

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- A. **Fire:** CBC Preschool conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is posted in each room. The 911 emergency number, the numbers of the local police and fire departments, and the exact address of the building are posted by each telephone.

Fire drills are held monthly. The fire alarm system, sprinklers, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members are taught how to use fire extinguishers. Fire training is held yearly, with new information presented as needed. All staff members are trained in fire procedures as part of their orientation.

In the event of a fire, the building will be evacuated immediately. The staff member in charge will phone the fire department. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency area.

- B. **Shelter in Place/Lock Down:** A written tornado shelter plan is posted in each classroom. Tornado drills are held quarterly. A battery-operated radio and extra batteries are easily accessible and kept in good repair. In case of an emergency, staff will listen to the Weather Alert Radio in the Reception Area for tornado information, as well as monitor local weather reports. In the event of a tornado warning, the children will be evacuated to a designated area and remain there until the warning is lifted.
- C. **Evacuations:** In the unlikely event an emergency requires the children to be evacuated from Central Baptist Church's property to ensure their safety, the preschool has an arrangement with Lake Myra Elementary School to relocate the children and staff in their library until parents can pick up their children. If such a situation arises, parents will be notified through the same channels we utilize during inclement weather events: email, Facebook, WRAL and phone calls if possible. Specific pick-up instructions will be given in the evacuation announcement. Please **DO NOT** call Lake Myra for information. They may not be able to give you the information you need. Transportation to Lake Myra will be achieved through use of the church's vans and bus, which will be driven by Church and/or preschool staff. We will utilize all car seats we have at our disposal, but please note we cannot guarantee your child will have the proper restraints he/she would typically have.

## ***Classroom Information***

### ***A Typical Day***

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A. **Classroom Schedules:** The teachers are responsible for setting the individual classroom schedules. The schedules are developmentally appropriate for the children in the classroom, and include, but are not limited to, the following activities:

Transition from home to school  
Manipulative/Table Toys  
Number and letter work  
Groups/Circle Time  
Music  
Puzzles  
Snack/Lunch  
Nap  
Center Play  
Outdoor Play  
Enrichment Activities

B. **Weather Policy for Outdoor Play:** Young children need outdoor play for healthy development. Children will be given the opportunity to play outside on the assigned playgrounds every day, weather permitting. "Weather permitting" means there is no active precipitation or weather advisory (such as an unhealthy ozone condition). Also, if the temperature alone or combined with wind (wind chill) or humidity (heat index) falls outside of the 32°-100° range, we will not take the children outside. Snow showers and sprinkling, misting, or light rains are not considered to be active precipitation; therefore, the children may be taken out for a brief period in these conditions to meet outdoor play requirements. Please dress your child appropriately for the weather.

C. **Daily Reports:** If your child is younger than Pre-Kindergarten, you will receive a written account of your child's general activities each day.

D. **Semi-Annual Evaluations:** Teachers constantly observe and assess your child's development. In January and in July more formal evaluations will be documented, at which times parent-teacher conferences are offered. It is also very important for you to make your child's teacher aware of any developmental concerns you have regarding your child and of any changes in the child's home environment as they arise, so the preschool is better equipped to serve your child's individual needs.

If at any time you have a concern regarding your child's development, your child's teacher, or any other classroom issue, you should address the concern with your child's teacher first. If discussion with the teacher does not seem to adequately address your concern, please inform the administration.

### ***Extra-Curricular Activities***

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Extra-curricular activities are vital to grow children's skills in certain areas. They help children build self-image and self-assurance and improve social skills. Through activities in small groups, children are challenged to try new things, while learning how to be a part of a team and discovering more about themselves and their talents. When children are confident, they are proud of their achievements, and they begin to excel – physically, emotionally, and intellectually.

We contract with outside teachers and organizations to provide your family with the following options for an extra fee:

- |   |                 |
|---|-----------------|
| • Dance & Tumbling (Twos, Threes & Fours) | 8-week session  |
| Soccer Shots (Threes & Fours)             | 16-week session |

### ***Adjusting to Preschool***

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1. **What is Normal:** It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be, too.

2. **First Experiences:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful kiss, a smile, and a reassuring reminder that you will be back after a short while is usually all he or she needs from you. Our caring staff will take it from there. Please do not sneak out when your child is not looking, as this can be unsettling for your child. Usually, your child will settle down very shortly after you leave.
3. **Common Behaviors:** Depending on their age, children may “act out” their feelings by:
  - Clinging to you/refusing to let go
  - Having tantrums
  - Bed wetting/forgetting toilet training
  - Decrease in eating
  - Waking up at night or having bad dreams
  - Expressing a desire to stay home
4. **What to Do:** Usually these reactions are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call the preschool to check on your child. Chances are your child will be busy playing and you can relax.

### *Checking In and Out*

Children are to be checked in and out using the Check-In software on the designated computer in the reception area. All individuals dropping off or picking up are expected to use this method to properly “sign in/out” for the day. Children, regardless of age, should NOT use this equipment. Please do not allow your child to check himself in/out or to “help” you do it.

When dropping off or picking up your child, please be sure to contact one of the teachers in the room, acknowledging transfer of responsibility for the child. Children are not to be left by themselves, they must be escorted to and from their classroom by an adult.

We request that parents not enter their child’s classroom while talking on the phone, as this is a time for parents and teachers to communicate about children. Children may only be released to adults authorized by the child’s enrollment form. If the adult picking up the child is unfamiliar to the staff, the child’s enrollment form will be checked for the adult’s name and a picture ID will be required before the child can be released.

No child will be released to anyone who appears to be under the influence of alcohol or other drugs. No one under the age of 18 years will be allowed to pick up a child. This includes siblings, relatives, and babysitters.

For their protection, children are not allowed to run in the hallways, leave the care of an adult, or open doors by themselves.

We encourage you to have your child in class each morning before the classroom’s scheduled group time begins so your child can benefit from the Biblical and academic lessons that are taught. If possible, please do not bring your child or pick them up during nap time (12-2:30), as it is especially difficult for your child to transition during this time, and it is disruptive to the other children. If you will be dropping off after 9:00 a.m., please call the center so that we will know to prepare lunch for them.

For families under the direction of a court-appointed custody situation or other such legal proceedings, we will strictly adhere to the findings of the court regarding who is allowed to pick up a child.

For the safety of the children, enter and exit only through the main entrance of the center under the covered area at the front of the church. The safety of the children and staff is very important to us. We certainly understand the convenience of exiting through the side doors of the preschool wing or picking your child up at a playground gate; however, doing so may result in the possibility of unauthorized individuals entering our preschool.

Likewise, we ask that you refrain from letting into the preschool any individual whom you do not know with absolute certainty to be authorized to be with the children (i.e., a parent or staff member). This will help ensure

no unauthorized individual is accidentally given access to the children. We understand it is uncomfortable to appear rude by not holding the door open for those behind you, but the safety of the children is vital and far outweighs common courtesies such as this. You may simply encourage the unknown person to use the doorbell to the right of the exterior doors, and a member of administration will assist them with getting into the building.

Each staff member and parent will be issued a door card for entrance into the Preschool. Extra cards may be purchased for \$10.00 each. This is also a good option for those who will have regular drop off/pick up duties, such as a consistently used babysitter or grandparent. If a card is lost, please notify administration immediately. The card will be deactivated for the safety of our children, families, and staff. Cards that are lost or broken can be replaced for a \$10.00 fee.

Please inform a member of administration if a person who does not have an access card will be picking up your child. The administration will verify the individual's ability to pick up and will typically escort that individual to and from your child's classroom.

### ***Supplies and Toys from Home***

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A. **Children's Supplies:** Parents are required to supply those items which are necessary for the proper care of their child.

- Extra set of weather-appropriate clothing including shoes.
- Crib-size sheet and blanket for naptime. Please take sheets and blankets home to launder each Friday and return to school each Monday.
- Box of tissues (to be used by entire class).
- Wipes (every child).
- Diapers, if applicable. We strongly discourage the use of pull-ups for potty-training.
- Caterpillar room only:
  - Bottles with prepared formula or breast milk, labeled with child's first and last name on the bottle and the cap and the date
  - Prepared baby food
  - A sleep sack. Blankets are not allowed in cribs
  - Pacifiers if used
  - Sheets are provided in the infant room.

B. **Toys from Home:** Unless it is designated "Show-and-Tell Day", please do not allow your child to bring any of his/her toys or costume from home, as they can become misplaced or broken. They may bring a stuffed animal for nap time (not in Caterpillars). No forms of "violent" toys are permitted at CBC Preschool. We make every attempt to get along with one another and discourage "power" or aggressive play.

We strongly discourage the promotion of Halloween. Therefore, we respectfully ask that no costumes/clothing such as witches, ghost, or other potentially frightening characters be brought into the classroom.

### ***Clothing and Accessories***

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For your child to enjoy his/her time at preschool, we advise you to dress your children in play clothes suitable to the weather and normal daily activities.

For footwear, socks and shoes with non-slip soles are suggested. Tennis shoes work best. Flip flops are not permitted as they are very difficult to play in. Shoes must have a back of some fashion that secures the child's heel. Crocs of all styles are strongly discouraged as they tend to encourage tripping.

Baseball hats may be kept in your child's cubby for outdoor use only.

Please be aware that if your child comes to school wearing inappropriate clothing, you will be asked to change your child's clothes or they will be changed for you by the teacher. If a change of clothing is not available within the center, you will be asked to take your child home and return him/her with suitable attire.

When a child's clothing must be changed and there is no appropriate clothing in the child's cubby, it will be necessary to dress the child in spare CBC Preschool clothing. As our supply of extra clothing is limited, please launder and return all CBC Preschool clothing items as soon as possible.

CBC Preschool does not allow the use or storage of backpacks/diaper bags within the classrooms, as they frequently contain items such as medications or toys that create issues within the class. If you must bring a backpack/diaper bag for delivering necessary items to another caregiver at pick-up, you are welcome to leave the item in the reception area.

### Potty Training Expectations

- Please let us know when you choose to begin potty training. At that point, please send five changes of clothes (including socks, shoes, and underwear).
- If your child comes to school in diapers/pull-ups, we will assume you are not ready for your child to begin potty training.
- When your child first begins to potty train, they will be taken to the bathroom every hour. Children will always be taken to the bathroom before nap time. If soiled clothes are sent home, please bring a replacement the next day. Let us know if you want us to save soiled underwear for you to take home or if you would prefer the underwear be put in the trash.
- Your child must be potty trained before the school year is over in order to move up to the three-year-old suite. We are excited to work alongside you to achieve this important milestone.

### *Meals and Snacks*

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Since food and nutrition are important components of a child's development, we emphasize good eating habits. Our menus are created by the administration, cooked on-site in our own kitchen, and served to the children by our staff. Many meals are made from scratch, as we strive to use as few processed foods as feasible. These meals are nutritionally complete for the child's age. Extra food may not be brought from home.

Well-balanced mid-morning snacks, lunches, and mid-afternoon snacks are served and incorporate a variety of food groups. Lunch is prepared each morning based on the number of children expected to be in attendance that day. If your child will not be adhering to his/her normal schedule, will not be here for lunch, or will be dropped off after 9:00, please call the preschool so we know how many lunches to prepare.

If your child is eating breakfast before arrival, the child must finish it before entering the preschool. You may eat with your child in the front lobby before entering the preschool.

If your child will be arriving after his classroom has finished lunch for the day, you may provide lunch before arriving to the center. If this is not possible, we will save your child a plate with proper notification.

If your child does not drink the provided milk, you may provide a milk substitute with an equal nutritional value of protein. Water and juice are not options for substitution.

In the case of special dietary needs as mandated by the child's physician (physician's note required), all parent provided food substitutions must meet the nutritional requirements of the original food provided. This rule applies to all components of a meal: meat/protein, vegetable, fruit, bread/grains, and milk. It is also helpful if the substitute provided can very closely match what the other children are being served.

It is not good practice to substitute foods based on your child's eating preferences as exposure to a variety of foods is vital to a child's proper nutritional development. This also promotes poor table manners.

### *Breastfeeding*

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CBC Preschool acknowledges the importance of breastfeeding and it is our policy to support nursing mothers as much as possible. We have a dedicated nursing room located between the Caterpillars and Butterflies

rooms for a quiet, private place to nurse or pump. Breastmilk can be stored frozen in the Caterpillar Class. Ask the teacher for more information.

### ***Parent Communication***

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Central Baptist Preschool understands the importance of communication between our staff and our parents. CBC Preschool will provide multiple methods of communication throughout the year. Families are encouraged to suggest additional means of communication. Our communication methods are as follows:

- **Informal Conversations and Notes:** Each day, teachers may talk informally with you as you drop off or pick up your child. Please share any pertinent information about your child, such as a recent emotional upset or interrupted sleep pattern the previous night.
  - **Communication Folders:** Each child will have a folder labeled with his/her name in the classroom containing his/her artwork and classwork, important fliers & reminders, a daily behavior log, the teacher's notes, and a place for parents to place notes for teachers. Parents should check their child's folder daily.
  - **Website:** Please visit our website, [www.cbcpreschool.org](http://www.cbcpreschool.org). You will find overall information about the Preschool and each classroom, special events and programs, information on our staff, and our policies.
  - **Facebook/Social Media:** Social media sites such as Facebook are used to communicate snapshots of our Center's activities, to highlight upcoming special events, and to provide an additional means of "real time" communication during events such as inclement weather.
  - **Conferences/Evaluations:** Parent/teacher conferences will be offered two times a year, January and in July, to discuss your child's progress. We may also offer periodic assessments, which would be discussed during these meetings. The purpose of these conferences is for sharing information and ideas about your child's growth and development. Your child's teacher is also available to meet with you throughout the year.
  - **Class Dojo:** Each class will be setting up a Class Dojo soon to easily communicate with parents.
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## **Discipline and Behavior Management**

To provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, CBC Preschool adheres to the following philosophies:

The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*). A teacher stands in the parent's stead. As such, he or she has the same God-given authority as they; however, corporal punishment *will not be* administered by Central Baptist Church Preschool faculty or staff.

Christian love should be at the heart of all discipline. One side of love is correction and chastising, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

The school seeks to assist in developing the following characteristics in our children:

- Cheerful obedience to authority.
- Responsibility in doing assigned or expected tasks.
- Cooperation with others within and outside the classroom.
- Courtesy and respect for others.
- Cleanliness in person and property.
- Truthfulness and honesty in work and life.
- Respect for others' property.
- Punctuality in attendance and assignments.
- Morally good conduct in recreation, social relationships, and language.

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. While not comprehensive, the following is a general list of unacceptable behaviors which will not be tolerated:

- Being disrespectful to the teachers or other persons.
- Lying, cheating, stealing, using profanity, or other immorality.
- Fighting, excessive noise, disorderly conduct anywhere on the church/preschool campus or while in the care of CBC Preschool staff off-campus.
- Tampering with school or church equipment or destroying another individual's property in any manner. *Parents will be financially responsible for all damages.*

The State of North Carolina requires that a written copy of the Center's discipline policy be given to each parent. A signed statement indicating receipt of, understanding of, and agreement with that policy is kept in the child's folder. The Center's policy reflects guidelines required by the State, as well as our philosophy of child guidance. The policy statement is outlined as the following:

### **Discipline and Behavior Management Policy**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, CBC Preschool will provide the following discipline management policy:

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to children.
6. DO provide alternatives for inappropriate behavior to the children.



7. DO provide the children with natural and logical consequences of their behavior.
8. DO treat the children as people, and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short, supervised periods of “time-out.”
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children’s parents, families, or ethnic groups.

**Guidance Techniques and Procedures:** We believe children learn best in a positive, structured environment. Boundaries are set in each classroom to help guide the children as choices are made based on individual interest. You will receive a copy of your classroom’s rules in your welcome packet; however, Central Baptist Church Preschool has three basic rules that every class incorporates:

- 1) Be kind
- 2) Be safe
- 3) Use listening ears

In keeping with these rules, when a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- **Positive reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
  - **Redirection:** The child will be redirected to another activity and given an opportunity to try the original activity again at another time.
  - **“When...Then” Statements:** A statement in which the child is encouraged to make a positive choice. Sample: “When you pick up the blocks, then you can go to the dramatic play area.”
  - **Time Out:** The child is separated from the group for a brief time. This period will not exceed one (1) minute per year of age. This technique is used only when a child is exhibiting temper-tantrum type behavior or is hurting themselves, others, or equipment. When the child shows he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
1. Working closely with parents and keeping them informed of any behavior changes or problems that are encountered is essential. When necessary, parents are called to come to the center to discuss incidents with the child at the time of occurrence. We reserve the right to require a child be sent

home for the remainder of the school day if we feel it is necessary. Parental follow-up at home in shaping appropriate behavior is also essential.

2. Upon permission of the parent, when behavior disorders become apparent, we will partner with the parents, Project Enlightenment, and other agencies to receive an evaluation so appropriate help can be given.
3. Kicking, biting, bullying, or similar activities will not be permitted. When this type of behavior expresses itself as a pattern, it will be reported to the parents, and teachers will immediately enact disciplinary measures. Violent or physical TV cartoons, video games, or other influences lead to imitative behavior. Please limit the exposure of your children to these types of programs.
4. If a child continues an unacceptable behavior after the above measures have been taken, the administrator and the parents will have a conference to discuss the possibility of suspension from school for one or two days, with no reduction in fees.
5. When behavior problems are irresolvable through the above efforts, the child will be permanently dismissed from the preschool and may not re-apply or re-enroll.
6. These stringent measures are intended to assure the other parents of a safe environment for their children, free from persistent destructive and/or potentially harmful actions by other children in the preschool, but also to give the child every opportunity for success. It also shows the respect to our teachers that they deserve.
7. The Preschool's highest goal is to help children grow in a positive direction, develop the ability to function within the world, and continue in the development of self-discipline.

**Biting:** Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the center. The following strategies are incorporated at Central Baptist Preschool to help prevent, manage, and/or minimize biting incidents:

1. When a child bites out of frustration or during confrontation, he will be redirected to another activity and will be shown an alternate way to express his needs. We will encourage the child's use of language in expressing wants and needs. The child's parents will be notified via written communication when their child bites another child or himself. The parents of the bitten child will be contacted following the bite and will also have an Incident Report to sign at pick-up.
2. If a child tends to bite frequently, staff members will utilize a more intensive approach that involves careful observation of the child to determine precipitating events. A conference with the child's parents will be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.
3. If a child bites more than three times in one day, we will require the parents of the biting child to pick up their child for the remainder of the day.
4. You will be notified if your child bites or is bitten at the center by phone call and in writing; however, to protect the privacy of the families in the center, you will not be informed of the identity of the other child involved.
5. When a child bites another child and breaks the child's skin, State regulations require staff to recommend the parent take the bitten child to the doctor for immediate treatment. If we must recommend sending a child to the doctor under these circumstances, we will also require the parents of the biting child to remove their child from the center for the remainder of the school day. This policy is enforced for the protection of the other children in the center and is done to help the biting child and his parents understand the seriousness of his action. A parent's decision to take their child to the

doctor for a bite that does not break the skin does not necessarily trigger the requirement for the biting child to be sent home.

6. Central Baptist Preschool believes wholeheartedly in developing the whole child. Biting is a normal part of the development of toddlers; therefore, we will exhaust every means possible to work with both the child and the parents to help the child use other means of making their needs known. However, when a child is biting excessively, the safety of the other children in the center is at risk; therefore, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail.

We will loosely define the amount of excessive biting as 40-48 bites within a four-month period, (roughly equivalent to three bites per week), as there are many variables involved in a child's choice to bite: immature language skills, sensory exploration, under/over-stimulation, immature social skills, etc. Therefore, the administration reserves the right to refine the definition of "excessive" based upon each individual child's circumstances and will make every attempt possible to help the child learn appropriate ways of communicating their needs before removal from the program is initiated.

## ***Parents in the classroom***

### ***Parent Participation***

We recognize the importance of the parent-teacher/family-school relationship and therefore encourage participation in the classroom and at special events. In these days of Covid precautions, we are limiting this somewhat. You are always welcome and are encouraged to visit at any time. Parents are invited to make suggestions and to share their special talents in the classroom. Children are proud when their parents come to the school. Participating in your child's class can be an enriching experience for you, your child, and the entire class. We ask that you arrange your special visit with your child's teacher. In addition, we ask that you report your presence to the office before proceeding to your child's classroom. This is a precautionary measure for the safety of the children.

### ***Celebrations***

Preschoolers love to party! At CBC Preschool the teachers typically will have classroom celebrations for the following occasions: Thanksgiving, Christmas, Valentine's Day, Easter, and Independence Day, as well as at other significant times throughout the year. Parents are welcomed and encouraged to join the fun.

CBC and the preschool believe that God loves life and all that is good and holy. Therefore, because of this belief, we strongly discourage the promotion of Halloween. Because our focus is NOT on Halloween, we respectfully ask that no costumes/clothing items such as witches, ghosts, or other potentially frightening characters be brought into the classroom on this date, or at any other time of the year.

### ***Birthdays***

Birthdays are an important time for your children. If you would like to bring a special snack for your child's birthday, please decide with your child's teacher prior to the chosen day and discuss any food allergies that may be present within the classroom. Due to state health codes, all food items must be made in a commercially licensed facility, such as a grocery store or bakery, and cannot contain or be made in a facility that processes nuts. The refreshments may be shared with the class during lunch or afternoon snack. Please understand that balloons are prohibited by North Carolina law within the facility. Also, lighting candles on the birthday cake (or anywhere) is not a good idea within a childcare facility.

### ***Open Door Policy***

Parents always have free access to all areas used by the children. If you are coming to observe your child, we ask that you observe them through the observation window located at each classroom. If you plan to enter the classroom during your visit, please be sensitive to your child's expectations. Children often mistake a visit as an early pick-up and become upset when they discover they are not leaving with their parent.

### ***Photographs***

Photographs of the children participating in our program may be taken at times. Any such photography will be done under the supervision of the administration and staff. These photos may appear on bulletin boards, in newsletters, in brochures, on our website, or in other publicity materials. Permission to use photos, including your child or his/her work (artwork, crafts, projects, etc.) must be first granted by the child's parent via the *Release Form for Media Recording*, which is signed upon enrollment. Parents and other visitors may NOT take pictures or recordings of any child other than their own without consent from the other children's parents. This includes both audio and video recordings, utilizing any form of technology (camera, video camera, phone, etc.).

### ***Parking Area***

We ask that you please park in the designated parking area for our preschool. It is against the law to leave the engine running or another child in the vehicle. The entrance is very busy and can be very dangerous. Please use caution when entering and exiting the center. For everyone's safety, we ask that you refrain from fast driving through the parking lot and never exceed 5 MPH on preschool/church property.

### ***Donations***

As a non-profit, church-based child development center, it is not unusual for parents and others to bless us with items they feel may assist us in the role of loving and teaching their children, and we are grateful for these donations. It will be understood that such donations will be given to the preschool and/or church; however, if there is ever a circumstance in which a parent or other individual would like to donate an item to an individual staff member personally, as opposed to donating it to the preschool or church, the person wishing to make the donation should inform the director of his/her desire to donate the item to the teacher

and not to the center and/or church. Following this guideline will ensure there is no miscommunication among the involved parties. Please note that this policy does NOT pertain to gifts customarily given to staff at Christmas, Valentine's, etc., as those gifts are obviously intended especially for the staff members to whom they are given.

### ***Non-Discrimination Policy***

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Central Baptist Church Preschool admits children of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to children at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, or other school-administered programs.

### ***Anti-Harassment Statement***

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CBC Preschool will not tolerate the harassment of any personnel, child, family member, or any other persons by any individual. Any personnel found guilty of harassment will be subject to suspension without pay and possible termination based on the judgment of the administration. Children and families found guilty will be dis-enrolled from the program. Other persons will be removed from the premises immediately and will be permanently banned from the preschool.

### ***Grievance Procedure for Parents***

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We strongly encourage open communication between parents, staff, and administration always. If you should ever have a question, concern, or complaint regarding anything related to the preschool, please do not hesitate to contact the appropriate source. Any classroom issue should first be discussed with the classroom teacher. If the issue is not resolved at this level or if you are uncomfortable speaking with the teacher, the issue should then be brought to the administration. If a satisfactory result is not achieved with the administration, you may contact a member of the Board of Directors. If, for any reason, you need to contact the Board of Directors, please email [psboard@cbcpreschool.org](mailto:psboard@cbcpreschool.org) and your inquiry will be addressed.

### ***Abuse and Neglect***

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By law, we have the duty to report suspected child abuse and neglect. "Any person or situation which has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the director of the Department of Social Services in the county where the juvenile resides or is found." (GS 7A-543)

This report can be made in person, by phone, or in writing. The reporting law only requires that a person have a reasonable suspicion that a child is abused or neglected, not that the person is certain or actually knows that abuse or neglect exists.

In the case where abuse or neglect is suspected, the administrator of the preschool will be informed, and Social Services will be contacted. The person reporting will keep documentation of any indicators of that abuse or neglect as record of his/her suspicion, until such time that Social Services calls for the record or notifies the preschool that no abuse or neglect was found. The record will then go into the child's file on site. A copy of the North Carolina Child Abuse and Neglect Reporting law is kept in the Administrator's office.

### ***Shaken Baby Syndrome and Abusive Head Trauma***

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#### **Belief Statement**

We, Central Baptist Church preschool, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

#### **Background**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death (1). According to the North Carolina Child Care Rule (childcare centers, 10A NCAC 09 .0608, family childcare homes, 10A NCAC 09 .1726), each childcare facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT (2).

## Procedure/Policy

### -Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from hitting the head.

### -Responding to:

- If SBS/ABT is suspected, staff will (3):
- Call 911 immediately upon suspecting SBS/AHT and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR (4).

### -Reporting:

- Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the Wake County Department of Social Services. Phone number: 919-212-7000.

### Prevention strategies to assist staff\* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies (5):

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

### In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children (6).
- Provides support when parents/guardians are trying to calm a crying child and encourage parents take a calming break if needed.

### Prohibited Behaviors

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

### Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [www.ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://www.ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508compliant.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf)

Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [www.developingchild.harvard.edu/resources/inbrief-science-of-eed/](http://www.developingchild.harvard.edu/resources/inbrief-science-of-eed/)

#### Resources

##### Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

##### Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

#### References

1. The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)
2. NC DCDEE, [ncchildcare.dhhs.state.nc.us/general/mb\\_ccrulespublic.asp](http://ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp)
3. Shaken baby syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461](http://www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, [www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques)
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

#### Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

#### Communication

##### Staff\*

- Within 30 days of adopting this policy, the childcare facility shall review the policy with all staff who provide care for children up to five years of age
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement
- The childcare facility shall keep the SBS/AHT staff acknowledgement form in the staff member's file.

##### Parents/Guardians

- Within 30 days of adopting this policy, the childcare facility shall review the policy with parents/guardians of currently enrolled children up to five years of age
- A copy of the policy will be given and explained to the parents /guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.

- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The childcare facility shall keep the SBS/AHT parent acknowledgement form in the child's file.

\*For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.



## *Infant/Toddler Safe Sleep Policy*

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NC Child Care Health and Safety Resource Center January 2018

A safe sleep environment for infants reduces the risk of sudden infant death syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, childcare providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy.

References: N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 6 months of age on their backs to sleep, unless a signed *ITS-SIDS Alternate Sleep Position Health Care Professional Waiver* is in the infant's file and posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
  - We do not accept *Parent Waivers* for infants older than six months.
3. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach. We then allow them to adopt their own position for sleep.
  - We document when each infant can roll from back to stomach and tell the parents. We put a notice in the child's file and on or near the infant's crib. \*
5. We visually check sleeping infants every 15 minutes and record what we see on a *Sleep Chart*.
  - We check infants 2-4 month of age more frequently. \*
6. We maintain the temperature in the room where infants sleep between 68-75° F and check it on the thermometer in the room.
  - We further reduce the risk of overheating by not over-dressing infants\*
7. We provide all infants supervised "tummy time" daily.
8. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.
  - We further encourage breastfeeding in the following ways: \*
    - Provide a dedicated nursing room for privacy for mothers who want to nurse onsite or pump.
    - Provide freezer or refrigerator storage of breast milk in the classroom.

### Safe Sleep Environment

9. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants. Each infant has his or her own crib or sleep space.
10.  We allow pacifiers without any attachments. Pacifiers attached to clothing will be removed when placed to sleep.
  - We do not reinsert the pacifier in the infant's mouth if it falls out. \*
  - We remove the pacifier from the crib once it has fallen from the infant's mouth. \*
11. We do not allow infants to be swaddled.
12. We do not allow garments that restrict movement. \*
13. We do not allow any objects, such as, pillows, blankets, or toys other than pacifiers in the crib or sleep space.
14. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
15. We give all parents/guardians of infants a written copy of the *Infant/Toddler Safe Sleep Policy* before enrollment. We review the policy with them and ask them to sign a statement saying they received and reviewed the policy.
  - We encourage families to follow the same safe sleep practices to ease infants' transition to childcare.
16. Family childcare homes: We post a copy of this policy and a safe sleep practices poster in the infant sleep room where it can easily be read.
17. Centers: We post a copy of this policy in the infant sleep room where it can easily be read.

Effective date:10-1-18

### Summary of the North Carolina Child Care Law and Rules

*The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.*

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#### What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative;
- on a regular basis, of at least once a week;
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education.

The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

#### Star Rated Licenses

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

#### Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and can include three additional school-age children. This includes preschoolers living in the home, but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed).

Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

#### Child Care Centers

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas;

**Staff**

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

**Ratios**

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

AGE	TEACHER/CHILD RATIO	MAXIMUM GROUP SIZE
0-12 months	1/5	10
12-24 months	1/6	12
2 years old	1/10	20
3 years	1/15	25
4 years	1/20	25
School-age	1/25	25

**Space and Equipment**

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

**Curriculum**

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore and use materials on their own.

**Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest. The following requirements apply to both centers and homes.

**Transportation**

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

### Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

### Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

### Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

### Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be viewed during work hours; requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or, requested by contacting the Division at 1-800-859-0829.

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829.

### Child Abuse or Neglect

*Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.*





**PARENT-STUDENT HANDBOOK**  
**2023-2024**

*But seek first his kingdom and his righteousness,  
and all these things will be given to you as well.*  
**Matthew 6:33 (NIV)**

*Central Baptist Church, 11109 Poole Rd, Wendell*  
[www.centralwendell.org](http://www.centralwendell.org)  
919-365-6547

**Revised 1/19/23**

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CENTRAL CHRISTIAN ACADEMY PARENT COVENANT

# Central Christian Academy Parent-Student Handbook

## ABOUT US: WHO WE ARE AND WHAT WE BELIEVE

### **Mission Statement:**

Central Christian Academy (CCA) is a Gospel-centered community school that partners with parents to evangelize, disciple, and equip student leaders through Kingdom education to build God's kingdom on earth. (Matthew 6:33; 22:37-40; 28:18-20).

### **Vision Statement:**

CCA is committed to building God's kingdom through Christ-centered, Bible-based, outstanding academics, fine arts, and athletics in eastern Wake County and its surrounding areas. (Matt. 6:33)

## ACCREDITATION

CCA will seek accreditation from the Association of Christian Schools International and Cognia, the accrediting agency of the Southern Association of Colleges and Schools.

### **Early Education**

CCA will be registered with the State of N.C. and, therefore, adheres to the applicable procedures found in the State standards.

## NON-DISCRIMINATION POLICY

CCA is operated as an educational institution and extension of Central Baptist Church for the benefit of the families in our community. CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

## STATEMENT OF FAITH

CCA states as its statement of faith that it adheres to the doctrinal position of Central Baptist Church of Wendell Inc. as found in the church's bylaws:

### Article II: Section 1: Faith

#### 1.1 The Bible & The Baptist Faith & Message

The Church accepts the Holy Scriptures of the Old and New Testament as our rule of faith and practice (2 Timothy 3:16-17). It affirms the doctrinal positions set forth in *The 2000 Baptist Faith and Message*.

#### 1.2 Additional Statement

The Church does not condone same-sex relationships and will not allow its ministers or facilities to be used either to promote those relationships or to condone any channel of sexual expression outside of one man created by God and one woman created by God in covenant marriage. It affirms the doctrinal positions set forth in *The Danvers Statement on Biblical Manhood and Womanhood* and the *Nashville Statement, A Coalition for Biblical Sexuality*.

Furthermore, the Church does not grant employment to persons who are living outside of the boundaries of its faith statements.

CCA affirms the Association of Christian Schools International (ACSI) Statement of Faith as a member school of ACSI.



1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

## CORE VALUES

### CORE VALUE #1: SCRIPTURE AS ABSOLUTE TRUTH AND AUTHORITY

(Psalm 119:89-91, 2 Peter 1:16-20, 2 Timothy 3:16-17, Hebrews 1:1-3)

Benchmarks: CCA teaches students:

- The Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writing, and that because of their origin and purpose they are of supreme and final authority in faith and life and all areas to which they speak. (2 Peter 1:21, 2 Timothy 3:16, James 1:22-25, 2 Peter 1:3-8).
- The words of the Bible have life-changing power and will accomplish the purpose God desires. (Isaiah 55:10-11, 1 Thessalonians 2:13, 1 Peter 1:22-25, 2 Timothy 3:15, Psalm 119:9-11, 1 Peter 2:2)
- The Bible contains God's impartial, eternal standard of truth, and it provides both general and specific guidance for our lives. (Psalm 119:89-91, 105, 160)
- God's Word has the power to convert the unbeliever, enable believers to combat sin, cause us to grow spiritually and conform us into the image of Christ. (1 Peter 1:22-25, 2 Timothy 3:15, Romans 1:16, Psalm 119:9-11, 1 Peter 2:2, 2 Corinthians 3:18)
- God's Word is profitable for doctrine, reproof, correction, and instruction in righteousness so that we might be thoroughly equipped for every good work. (2 Timothy 3:16-17)
- God's Word must be declared to all people and fully integrated into all aspects of learning, and we should never dilute, distort, or deviate from it. (2 Corinthians 1:18-20, 4:2, 1 Corinthians 4:6-7)
- The Holy Spirit makes our Bible study effective as we rely on Him to illuminate our minds with insight to understand and accept truth. (John 14:26, 16:13, 1 John 2:20, 26-27, 1 Corinthians 2:9-14, Philippians 2:13, Ezekiel 36:27, Colossians 1:29)

### CORE VALUE #2: LOVE AS OUR RESPONSE

(Deuteronomy 6:5, Matthew 22:37-40, 1 Cor. 13, John 13:34-35, Galatians 5:22-23)

Benchmarks: CCA teaches students to:

- Love God (Creator, Sustainer, Redeemer, LORD) with all our being; heart, soul, and mind. (Deuteronomy 6:5, Matthew 22:37)
- Maintain a loving relationship with God through Christ that involves commitment, communication, and loyalty. (Exodus 20:3, John 15:1-8)
- Proclaim the Gospel of Jesus Christ to all people and make disciples of Jesus. (Matthew 28:19, John 3:16-17, Acts 4:12, Isaiah 52:7, Acts 1:8, 2 Corinthians 5:17-20)
- Model Christ in all teaching, leading, and interacting by living above reproach and acting in the best interest of others. (John 15:12, Romans 12:9-10, Romans 13:8, Philippians 2:8, Matthew 5:43-44)
- Reflect a Christlike sensitivity to a diverse school community by loving all people and understanding the worth of every human being. (1 Cor 13:4-8, Galatians 5:22-23)
- Live a life that is not self-centered, but one of service to others, exhibiting love, justice, humility, and service to all. (Isaiah 1:17, Philippians 2:3-11, Micah 6:8)
- Honor and respect authority and each other. (Romans 13:1, 1 Peter 2:13-14, Titus 3:1, Hebrews 13:17)

### CORE VALUE #3: PRAYER AS OUR POWER

(Matthew 6:9-13, Hebrews 4:16, Mark 11:17, Acts 2:42, Ephesians. 6:18, Romans 12:12)

Benchmarks: CCA teaches students:

- Prayer is the means by which we personally communicate with God so that we can nurture our relationship, receive his power, and accomplish his will. (Matthew 6:9-13, Ephesians 2:18)

- *The primary purpose of prayer is to glorify God by nurturing our relationship with Him, not get what we want and think we need. (Romans 8:15, Luke 6:12)*
- *The goal of prayer is to receive the grace and power we need to accomplish His will for our lives. (Hebrews 4:16)*
- *Effective prayer has two main components: The Talking Principle which involves learning to talk to God so He will listen and the Listening Principle that involves learning to listen to God so He will speak. (Jeremiah 33:3, Matthew 7:7, Psalm 145:18)*
- *We must live in a constant attitude of prayer. (1 Thess 5:16-18, Philippians 4:6, Romans 8:26)*
- *Intercessory prayer is a ministry for every believer. (Ephesians 6:18, 1 Timothy 2:1, Romans 10:1)*
- *We will need to add fasting to our prayer life. (Nehemiah 1:4-11, Matthew 6:16-18, Matthew 17:19-21)*

#### **CORE VALUE #4: GREAT COMMISSION AS OUR CALL**

*(Matt. 28:18-20, Acts 1:8, John 20:21)*

Benchmarks: CCA teaches students:

- *The ultimate purpose in living is to know and glorify God in Christ Jesus and to help others to know God in the fulfillment of the Great Commission. (Matt 22:37-40; 28:18-20)*
- *Nothing is more important than sharing the Gospel and encouraging people to respond in repentance and faith. (Mark 1:15; Acts 2:38)*
- *To live on mission with God as Spirit-empowered witnesses beginning with our school families and to reach beyond ourselves to the rest of the world. (Acts 1:8; Mark 16:15)*
- *To carry out the Great Commission locally and around the world in a culturally sensitive manner. (1 Cor 9:19-23)*
- *To be ambassadors for Christ by sharing the gospel and being ministers of reconciliation. (2 Cor 5:18-21; Acts 1:8; Acts 13:47; John 20:21)*
- *To live for and serve Christ with an eternal perspective. (Matt 24:14; Rev 7:9)*
- *Everyone who calls on the name of the Lord will be saved. (Romans 10:13-14)*

#### **CORE VALUE #5: FAMILY AS OUR FOCUS**

*(Deut. 6:4-5, Psa. 78:1-8, Eph 5:22-6:4; Eph. 6:1-4, Prov. 22:6)*

Benchmarks: CCA teaches students:

- *The family is a masterpiece of God's Creation, the bedrock to a healthy society. (Gen 1:28; 2:4; 18:19; Col 3:17-21; 1 Tim 5:8)*
- *Biblical marriage and godly parenthood reveal God's character. (Eph 5:22-33)*
- *God put children in families so they can experience His love, learn how to love others, and be equipped for adult life, gospel ministry and eternity. (Deut 6:4-5; Psa 78:1-8; 2 Tim 1:5)*
- *Parents are to be the primary disciple-makers of their children. (Deut 6:4-5, Psa 78:1-8, Prov 22:6. Eph 6:4)*
- *To honor and obey their parents in the Lord. (Ex 20:12; Prov 1:8; Eph 6:1-3, Col 3:20)*
- *Agape love is the key to healthy relationships and that love is a command, choice, commitment, and conduct, not a feeling. (1 Cor 13; John 13:34)*

## **EXPECTED STUDENT OUTCOMES**

### **Spiritual Transformation**

- Students will have a personal relationship with Jesus Christ.
- Students will have a desire to study the Bible, walk in obedience, and grow spiritually.
- Students will understand and articulate a biblical worldview and learn to operate and make decisions from that perspective in the world.
- Students can discern between absolute truth and relative truth.
- Students can communicate how to make godly decisions based on biblical principles.
- Students can share the truth of the Gospel with others and become disciple-makers.
- Students are committed to becoming more like Christ.

### **Academic Excellence**

- Students will demonstrate academic competence that is required for the next level of academic pursuit.
- Students will be creative and critical thinkers who can apply learning to solve real-world problems.
- Students will utilize technology responsibly and effectively, and appropriately access and use a variety of information resources.
- Students will show appreciation for the fine arts.
- Students will communicate effectively in both verbal and written forms.
- Students will know the grand narrative of the Bible.
- Students will demonstrate a desire to be lifelong learners.

### **Social Maturity**

- Students will take responsibility for personal actions.
- Students will appreciate and respect themselves and others as uniquely created in the image of God.
- Students will serve others including the poor and needy and understand the biblical mandate to serve one another.
- Students will work with honesty and integrity.
- Students will practice biblical morality in interpersonal relationships.
- Students will reach beyond their peer groups to include others, including those of different cultures.
- Students will respect authority.

### **Servant Leadership**

- Students will demonstrate the character and commitment required of spiritual leaders.
- Students will discover and develop leadership skills and competencies.
- Students will participate in service and ministry in the local church and community.
- Students will identify and use their God-given spiritual gifts and talents.
- Students will be servant leaders and will be prepared for lifelong service to God and others.
- Students will demonstrate humility and a genuine love and concern for all people.
- Students will have a personal vision for building Christ's kingdom here on earth and be devoted to ministry.

### **CCA as Ministry**

CCA is an extension of Central Baptist Church, and therefore it is a school in which God's guidance and direction are continually sought. Our school is committed to leading children/youth to a saving faith in Jesus Christ and developing Christian character. We promote high academic standards, encourage good study habits, and strive to help our students achieve skills in creative and critical thinking. CCA promotes honor of the body as the temple of the Holy Spirit and teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal saving relationship with Christ as their Lord and Savior.

Basic doctrines of the Christian faith will be taught, and we will encourage each student to apply these principles in daily Christian living. We will help each student develop the whole personality, based on a proper understanding and acceptance of him/herself and on the full development of his/her capabilities in Christ. We will encourage the wise use of time as God's stewards. The school will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

### ***Communication Is Important***

Our ministry requires that there be close communication between the home and the school. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in school activities as needed and approved.

### ***Admission Is a Privilege***

It is important to understand that because attendance at CCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. CCA is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home and to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, behaviors or religious beliefs contrary to the CCA Statement of Faith.

## **ADMISSION/ENROLLMENT**

### ***Process For Admission***

The process for admission to Central Christian Academy is as follows:

1. Submit an application for admission with a one-time, non-refundable, Application Fee.
2. Submit a copy of the student's birth certificate.
3. Submit Immunization records for verification.
4. The prospective student will go through a screening process which may include standardized achievement and/or ability tests.
5. Parents are interviewed by school personnel.
6. Academic records, disciplinary records, and teacher recommendations are received from previous school(s) if applicable
7. School Administration considers the application, reviews testing and academic information, and makes a final decision on admission.
8. The final decision of the School Administration is then communicated to the applicant by phone, email or mail.
9. Upon acceptance the resource and capital fees are due in order to reserve the student's spot.

### ***Process For Withdrawal***

It is assumed and expected that students who enroll at CCA will attend for the entire school year. We realize that unforeseen events may occur that will necessitate a student leaving the school during the year. In such cases, students withdrawing from CCA should follow these steps:

1. Notify the Administrative Office regarding withdrawal.
2. Meet with the Administration to discuss withdrawal.
3. On the last day of school, a withdrawing student shall report to the school office, obtain a withdrawal form and have each classroom teacher sign the withdrawal form, turn in all textbooks to each classroom teacher, and return the withdrawal form to the school office.
4. Pay all tuition and fees accrued through the date of withdrawal as well as a \$500 early withdrawal fee.
5. Parents sign a Transcript Release Form.

Note: Transcripts/records will not be forwarded to another school until all financial obligations have been paid. It is the policy of CCA to withhold report cards until an account is paid in full.

## FINANCIAL INFORMATION

### **Tuition**

Tuition is an annual fee which can be paid annually or in monthly installments. Go to [www.cbcpreschool.org/kindergarten](http://www.cbcpreschool.org/kindergarten)

### **Resource, Activity & Capital Fees**

These fees are used to cover capital expenses as well as curriculum, activity resources, instructional materials, and special activities and programs.

### **Additional Fees and Expenses**

Students will, on occasion, need to pay for special supplies and expenses that are important for their educational experience.

### **Delinquent Accounts**

Accounts must be current in order to continue education at CCA. We will assess a \$35 late fee for delinquent accounts. We will also assess a \$35 for NSF.

### **Sibling Discount**

CCA offers a sibling discount of 5% off the tuition of the oldest child enrolled in the kindergarten or preschool.

## CALENDAR

Go to [www.cbcpreschool.org/kindergarten](http://www.cbcpreschool.org/kindergarten)

## DAILY ATTENDANCE

### **SCHOOL DAY SCHEDULE: MONDAY - FRIDAY, 8:00 AM - 3:00 PM**

Parents and guardians of students between the ages of 7-16 are legally responsible to see that their children attend school.

### **Absences**

Students are expected to be in attendance and on time throughout the school term. Excused absences include the following:

illness and injury, quarantine, death in the immediate family, medical or dental appointments, emergency family demands, and other conditions that are approved by the administration. Students must provide the administration with appropriate documentation (i.e. doctor's note, parents note for emergencies, and requests for pre-approved absence form) for an absence to be excused. *All other absences are unexcused.*

When a student misses more than 50% of a school day, the student is considered absent for the day. Students absent from school cannot participate in extracurricular activities that day. Students who accumulate 20 or more excused or unexcused absences in a given class will face the possibility of not receiving credit.

A student is tardy when late to any assigned meeting. All tardiness other than medical appointments (a doctor's note is required to substantiate a doctor's visit) will be counted as unexcused. When a student misses more than 50% of a class period, the student is considered absent from that class.

CCA will notify parents or guardians of a student's absence after 5 consecutive days of unexcused absences. After 30 unexcused absences CCA will notify the District Attorney of the student's chronic absenteeism. Chronic absenteeism may require that CCA retain a student at his/her current grade level or ask the student to withdraw from school.

Students returning to school after an absence must sign in at the appropriate school office with a written excuse from their parents and any applicable medical documentation.

### **Pre-Arranged Excused Absences**

*Policy will be provided*

## ARRIVAL AND DISMISSAL

### Arrival

Parents may walk their students to the classroom at 7:45. Students are not allowed to enter their classroom until this time. More details will be provided before the start of school.

### Late Arrival

Students not in the classroom at 8:00 AM are tardy. Parents with students arriving after 8 AM are required to check in at the school office. The teacher will be notified that the child is on the way to class.

### After School Pick Up

More details to come

### Late arrival for Dismissal/End of Day Pickup

Dismissal is at 3:00PM. Students who are not picked up by 3:20 will be taken to AfterCare. In the event of three late pick-ups, parents will be charged a \$15 Emergency AfterCare fee per child, per day late from the third instance and any further instances.

### Early Dismissal

Students that leave school before the end of the school day must be excused by signing them out at the school office.

## BEFORECARE & AFTERCARE

CCA will provide BeforeCare and AfterCare this year for students. This is a service ONLY offered to student who are enrolled in CCA and need child care on a regular daily basis throughout the year. Fees are billed each Friday and due on Monday. A late fee of \$35 will be charged if payment is not received by 3:00 PM on Tuesday of that week. Continued late payments may result in disenrollment. Please note the following information regarding these programs.

- **BeforeCare** Fees are \$20/week
- **AfterCare** Fees are \$60/week
  - If the school closes early due to inclement weather, there will be no afternoon activities or AfterCare that day and that day's fee will be prorated and credited to the student's account.
  - \$2.00 per minute late fee is charged after the designated closing time.
  - Parents are required to pack a snack for their child to eat in the afternoon.
  - Students not picked up by 3:15 will be sent to AfterCare and the parents will be charged \$15 per day.

## SEVERE WEATHER POLICY

*In the case of inclement weather, CCA will communicate cancellations, delayed start time and early dismissals through email, school app/website, and on WRAL TV. In the event of early dismissal or cancellations all after school activities, including AfterCare, will be canceled.*

## HEALTH CARE AND MEDICINE

See the Health and Safety Regulations page from the Central Preschool Parent Handbook, beginning on page 8.

### Tree Nut and Peanut Allergies

We may have students at CCA with severe allergies to tree nuts and peanuts and nut products. If these students encounter any product containing tree nut or peanut products the consequences could be most severe. Although CCA cannot guarantee a tree nut- and peanut- free environment we take measures to ensure our student safety. Students with known allergies are required to provide their own allergen safe snacks for all classroom celebrations (ie birthdays, holidays, etc.) Please do *not* send in any snack for a classroom function or party that contains tree nuts or peanuts or snacks processed in facilities that manufacture or use such products. We ask all parents to assist us in making CCA a safe environment for all students. Parents can see a current list of safe snacks at this website: <https://snacksafely.com/safe-snack-guide/>

## **ACADEMIC PROGRAM**

CCA offers an outstanding academic program with a solid biblical foundation. We believe that instruction with biblical integration supports and enhances our program of academic excellence. Christian education teaches substance over style, truth over relativism, knowledge and learning as opposed to information and standardized testing. Most importantly, we teach what it means to build one's life upon Jesus Christ. Christian education is more than a right-sounding slogan; it is a philosophy and a proven method of teaching that is designed to transfer Christian faith and culture to the next generation.

### ***Literature***

The administration and faculty of CCA want to provide students with a solid foundation of varied literature and teach them to evaluate these writings for literary excellence as well as biblical truth. Although CCA does not agree with the worldview of every work used or situation included in the approved selections, we do realize that there is academic value in studying a variety of literature. By allowing students to examine various aspects of our history and culture through literature in light of God's truth and under the guidance of a Christian teacher, they will have the opportunity to further develop a Christian worldview.

### ***Science***

Primary emphasis in life sciences will be on physiology and functions of living things, interrelationships of all organisms, and man's place within God's scheme of creation taught from a creationist's viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate these theories for scientific facts as well as biblical truth.

## **STUDENT ASSIGNMENTS**

The assignment of students to classes or teachers is the sole responsibility of the administration of CCA. Children may not transfer from one class to another class because of preference for a particular teacher or classmate.

## **TEXTBOOKS**

The classroom textbooks are the property of the school but are issued to the students for use during the school year. Students are responsible for their textbooks as follows:

- It is recommended that students keep textbooks covered at all times.
- Do not use adhesive covers on the textbooks.
- Lost books must be paid for by students.
- Fines will be assessed for excessive wear and tear to texts.
- All textbooks are to be turned in prior to the end of the last day of school. Parents will be assessed a fee for textbooks not returned at the end of the school year.
- Report cards and transcripts are contingent upon a student's account being clear.

## **HOMEWORK**

Homework is assigned regularly and contributes to a student's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits.

Students are responsible for understanding what the homework assignment requires and the completion of the assignment when due. Parents are responsible to provide a suitable place, set aside adequate time, provide a proper environment necessary for good learning, and ensure the completion of each assignment.

## **MAKE-UP WORK**

*Policy to be provided*

## **STUDENT ACADEMIC PROGRESS**

If you have any concerns about your child's progress, please contact his/her teacher.



## STANDARDIZED TESTING

*Policy to be provided*

## GRADING

The purpose of grading is to

1. Provide an assessment for students and parents of the student's achievement in relationship to the curriculum.
2. Provide an opportunity for teachers to identify areas of needed improvement in order to facilitate instructional assistance.
3. Recognize excellence and achievement.
4. Provide information to the principal and teachers for appropriate student placement.
5. Provide information to secondary agencies concerning student accomplishments.

### **Grading Scale-**

- Kindergarten & First grade (E-Excellent, S-Satisfactory, I-Improving, N-Needs Improvement)
- Other grades will be determined as they are added

CCA uses a quarterly grading period. Report cards are available at the end of the grading period. Progress reports, if warranted, are sent midway in the reporting period.

## PARENT/STUDENT/TEACHER CONFERENCES

*Policy to be provided*

### **AFTERCARE 3:00 PM to 6:00 PM**

CCA will provide after school childcare on a regular daily basis throughout the school year. Fees are \$60/week and are billed each Friday and due on Monday. A late fee of \$35 will be charged if payment is not received by 3:00 PM on Tuesday of each week the student is attending AfterCare. Continued late payments may result in disenrollment. Please note the following information regarding these programs.

- If the school closes early due to inclement weather, there will be no afternoon activities or AfterCare that day and that day's fee will be prorated and credited to the student's account.
- \$2.00 per minute late fee is charged after the designated closing time of 6PM.
- Parents are required to pack a snack for their child to eat in the afternoon.
- Students not picked up by 3:20 will be sent to AfterCare and the parents will be charged \$15 per day as noted under *Arrival and Dismissal*.

## DISCIPLESHIP, BEHAVIORAL EXPECTATIONS AND DISCIPLINE PLAN

CCA stands on the principles of discipleship. Christ commanded us in Matthew 28:19-20 to "...go and make disciples..." We live by this principle in all areas of Christian education. CCA is a Kingdom Education school. Dr. Glen Schultz defines Kingdom Education, " as a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ." Kingdom education is built on the spiritual strength of the church, the home and the school. These institutions, working together, can help lead our children to a long and abiding life in which the child follows the will of the Lord. We also love the direction given in Deuteronomy 6: 4-8. *The Lord our God is one LORD: and you shall love the Lord your God with all your heart, and with all your soul, and with all your might. You shall teach them diligently unto your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up.* At CCA we intentionally focus on discipleship in our Kingdom education model. Teachers pour themselves into the lives of their students.

Because our teachers are disciple-makers, they replicated themselves into the lives of their students. This is lifestyle learning, done daily in class and outside of class. A biblical-worldview is taught in each content area. CCA students are taught to think "Biblically" in all academic disciplines. At Central Christian Academy, God's Word is the key component. It is the foundation of all truth. Because we are a relational school, our faculty and staff spend

time getting to know the students. The relationships that are built, assist the teachers in getting to know their students, both academically and spiritually. Communication is another key in building trust between the teacher and the students. The ultimate goal is that our students become disciple makers.

We believe discipline is an important part of discipleship. With biblical discipleship comes encouragement and sometimes involves correction. Each day brings choices for students. Sometimes students make good choices that will be celebrated. Other times students make choices that require correction in our school setting. In either circumstance, students hopefully will learn from their good and poor choices as they live life together.

Because we want to biblically and prayerfully instill discipleship effectively, it is our goal to be consistent and equitable in our discipline practices.

### **Code of Conduct: Respect Everyone!**

*Show proper respect to everyone, love the family of believers, fear God. (1 Peter 2:17)*

#### **Students are expected to adhere to these Biblical principles:**

- Respect God (I Corinthians 6:19-20; Matthew 15:8-9)
- Respect yourself (Psalm 119; I Corinthians 6:19)
- Respect everyone! (Philippians 2:3; Proverbs 18:24)
- Respect property (Proverbs 3:9)
- Do your best (Colossians 3:17)
- Do what is right (Philippians 4:8)
- Treat others like you want to be treated (I Thessalonians 5:15; Matthew 7:12)

Each individual teacher has developed specific classroom rules based upon these principles.

## **SCHOOL DISCIPLINE PLAN**

***Being a student at CCA is a privilege, and students are expected to be respectful, responsible, and cooperative.***

The principles that govern our policy of moral education and discipline are summarized into four core points:

1. It is vital that there be a positive, orderly and safe environment in all school activities.
2. It is essential that the teacher or a staff member be respected and in leadership command at all times.
3. Discipline may be progressive depending on the age of the student and the severity of the offense and/or the number of offenses.
4. Discipline should work to build within students a value system and self-control based upon the Word of God.

Discipline is the process of teaching and training students in expected behaviors. CCA operates under a school-wide discipline plan. Under this plan, teachers and administrators diligently, consistently, and lovingly train students in the expected behaviors and then hold them accountable. No student has the right to behave in a manner that disrupts or interferes with the teacher's right to teach or another student's right to learn. Parents are expected to support the school's discipline plan. These behavioral expectations are in place in all class situations. Minor breaches of conduct are handled by the classroom teachers. These include talking, not being engaged in class discussion, etc.

Serious breaches of conduct include but are not limited to the following: fighting, threats of physical harm, extortion, profanity or verbal abuse of others; racial slurs or derogatory comments or actions; harassment including sexual harassment; dishonesty such as stealing or lying; vandalizing or destroying property; arson, immorality; unauthorized absence from school or assigned class; possession and/or use of controlled or illegal items or substances, such as weapons, look-alike weapons, drugs, marijuana, alcohol, tobacco, fireworks, pornography, and gambling, on campus or at school activities. Students are not allowed to possess, record, or transmit images, video, audio messages, and/or text messages deemed inappropriate by the school administration, which includes inappropriate pictures, images, video, audio or text which mentions or refers to Central Christian Academy, CCA personnel, and/or students on any publicly accessible locations or social networks.

**STATEMENT ON BULLYING:**

Bullying is defined as repeated negative behavior toward another individual; exerting power over another individual for the purposes of intimidation; repeated verbal, emotional, or physical intimidation of another individual, either in person or through the use of technology.

Normal Conflict	Bullying
Equal power or friends	Imbalance of power, not friends
Happens rarely/infrequently	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim; little or no reaction from bully
Not seeking power or attention	Seeking power, control
Not trying to get something	Attempts to gain power
Remorse--takes responsibility	No remorse--blames victims
Effort to solve the problem	No effort to solve problems

Bullying that takes place during the school day and/or interferes with the normal activities of the school day will be immediately addressed and consequences will be assigned. Students who repeatedly engage in harassment and/or bullying can be assigned serious consequences, up to and including expulsion.

Confidentiality of claims: we take reports of harassment and bullying seriously, and administrators will do their best within reason to ensure that students/parents reporting this behavior remain anonymous and that no retaliatory action is taken against reporting students/parents. While this is the goal, there must be no expectation of anonymity from the reporting parties, and conflicts cannot always be resolved without specifics being shared. Administrators engage in conflict resolution with the highest priority on protecting the offended student(s) in every way possible and will protect anonymity only when possible. Students engaging in retaliatory action may be subject to serious consequences, up to and including expulsion.

**Sexual Harassment Policy:** CCA is committed to providing all students with an environment that is free of sexual harassment, and strictly prohibits all forms of sexual harassment. Sexual harassment includes but is not limited to: unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement. Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the teachers or administration, who will thoroughly investigate the matter in confidence. After reviewing all the facts, CCA will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred.

Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment. Retaliation against an individual who reports or makes a complaint will not be tolerated. The school will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.

***CCA reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to, admonition, counseling, probation, suspension, and expulsion.***

### ***Communication with School Personnel***

When a disagreement occurs at CCA, as believers, we are instructed to resolve our differences according to the principles set forth in God's Word. We look to Matthew 18:15-17 and Matthew 5:24 for our guidelines. These passages were not written with a school in mind, but they do set forth a principle that we can follow.

This principle instructs the concerned party to go first to the other party. In our school setting, here at CCA a parent is expected to speak first with the individual teacher if there is an issue. Our prayer is that resolution will take place at this time. If a satisfactory agreement or resolution cannot be made, then the appropriate administrator should be contacted. If disagreement occurs between parents at CCA, the same guidelines listed above should be followed. It is not acceptable for a parent to approach a CCA student, who is not his/her child, in anger or for disciplinary purposes. While we understand that in our culture the desire of parents may be to begin "at the top," comments or concerns should be presented to the appropriate faculty or staff in the order listed. Our students will be better served if everyone complies with the principles set forth in scripture and by following this system.

Email is the most effective way to communicate with all faculty and staff. Emails and phone calls will be returned within 24 hours during the school week. Be reminded that faculty and staff may not respond to emails or phone calls in the evening, at night, or over weekends when they are with their families. The goal is to respond as quickly as possible as communicating with parents is a priority.

### ***Disciplinary policies will be provided***

## **STUDENT DRESS CODE**

CCA's dress code is designed for the school setting. It encompasses modesty and a desire not to offend others. The dress code is simple in its clarity. As CCA partners with parents in training up a child, the dress code is one more area for that development. The administration reserves the right to make decisions on items not specifically listed in the Central dress code policy.

Parents partner with CCA by assisting with adherence to the dress code policy before school begins each day. Parents of Lower School students in violation of the dress code will be notified on the first offense. On the second offense, parents must bring a change of clothes to correct the violation.

### **Students MUST wear:**

- Clothing that covers all undergarments
- Clothing that is opaque (not transparent or see through)
- Tops that cover the entire torso: middle of back, sides, front, and midriff (including all typical daily movements)
- Bottoms that cover the entire buttocks and extend to the thigh (including all typical daily movements)

### **Students MAY wear:**

- Athletic wear: shorts (mid-thigh), sweatpants, sweatshirts
- Leggings (opaque): with a top that covers the buttocks (including all typical daily movements)
- Clothing with CCA logos, colleges, teams, or appropriate graphics

### **Students MAY NOT wear:**

- Strapless tops, spaghetti straps, swimsuits, or pajamas

- Clothes that expose any private body parts
- Hats or Hoods: (hats and hoods on hoodies are allowed ONLY outdoors)
- Clothes that:
  - use explicit language or other offensive messages or images
  - depict or promote drugs or alcohol
  - reference political candidates or slogans
  - display hateful language or culturally insensitive messages or images

For footwear, socks and shoes with non-slip soles are suggested. Tennis shoes work best. Flip flops are not permitted. Shoes must have a back of some fashion that secures the child’s heel. Crocs of all styles are strongly discouraged as they tend to encourage tripping.

Students will not be allowed to cover inappropriate dress with a jacket or other type of outerwear. Students will be excluded from class with an unexcused tardy or absence until the violation is corrected. Students who are unable to support the dress code may need to consider alternative school placement.

## **TOBACCO AND EKLECTRONIC CIGARETT-FREE CAMPUS POLICY**

CCA is a smoke-free, tobacco-free, and electronic cigarette-free campus. We believe that every student, faculty and parent has the right to breathe clean air in our school setting. The use of cigarettes, cigars, pipes, smokeless tobacco, or any other form of tobacco product in any form in any school building or school vehicle, on school grounds or athletic fields, or in sight of any students or visitors is prohibited. This prohibition would include electronic cigarettes and personal vaporizers, whether or not they contain nicotine.

## **ELECTRONIC DEVICES AND INTERNET POLICY**

*The policy on electronic devices will be provided.*

## **SAFETY AND SECURITY**

Central uses video surveillance to monitor the campus. Students, parents and visitors are expected to cooperate with all security procedures in place. All school entries during the school day must be through the A Building entrance. Exterior doors may not be propped open. School staff are not permitted to open doors for visitors and must redirect any visitor to the A Building entrance.

## **PRIVACY**

All sex-specific restrooms are to be used by the designated biological sex only.

## **SAFETY PRECAUTIONS FOR DROP-OFF/PICK-UP FOR PARENTS**

*More specific policies will be provided*

## **VISITORS**

Parents and guests are welcomed back to campus subject to the normal check-in process. All visitors must check-in at the school office and receive a visitor’s badge. Please wear your visitor’s badge at all times for the duration of your visit.

## **LOST AND FOUND**

- Labeled items that are found will be returned to the owner.
- Unlabeled items that are found will be placed in the lost and found.
- All unredeemed items are disposed of at the end of each semester.

## **SPECIAL ACTIVITIES/PARTIES**

Any and all special activities held on behalf of Central must be approved by the Head of School. For personal parties for children, we ask that you do not send invitations to school (even if every child in the class is invited to the event) to be distributed by the teacher or through the school. Since these events are not school sponsored, all arrangements and plans must be made outside the school environment.

## **VOLUNTEER OPPORTUNITIES**

*Specific policies will be provided*

## **VOLUNTEER GUIDELINES FOR WORKING WITH STUDENTS**

- Learn the students' names.
- Be sure the students know your name.
- Let the students have time to warm up to you.
- You can do this by talking about things they like.
- Be sure to share what you like with them.
- Listen to students.
- Respect student's privacy.
- Be a good Christian role model.
- Don't criticize others in front of the class.
- Give attention to all students.
- Be clear and concise when giving instructions to students.
- Encourage students who may be struggling, but don't give the answer.
- Don't compare one student to another student.

## **VOLUNTEER GUIDELINES FOR WORKING WITH STAFF**

- Listen carefully to the directions given.
- Ask questions if you need assistance.
- Be task oriented.
- Please do not interrupt class unless it is absolutely necessary.
- Be prompt. If you are going to be late, please let the office know.

**Central Christian Academy reserves the right to revise the information contained in this Handbook or any stated policies. Any changes will be made on the church website.**

## **CENTRAL CHRISTIAN ACADEMY PARENT COVENANT**

1. *We have read and understand the school's philosophy of Christian education and the statement of Faith and are in agreement with the purpose and philosophy of Central Christian Academy.*
2. We agree for our child to be taught in accordance with the CCA Statement of Faith and recognize that many CCA policies flow from the school's sincerely held beliefs.
3. We accept the challenge to "train up a child in the way he should go" (Proverbs 22:6); this training will be carried out in the home, and we trust CCA to extend that training more completely.
4. We have made a thorough investigation of the school's program, discipline, dress code, financial policies, etc. and we agree to make them our full-hearted choice for the coming school year.
5. We understand our obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of this school by providing a place at home for study purposes and will give encouragement in the completion of homework assignments.

6. We will faithfully support the school through our prayers and a positive attitude; in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
7. We understand the standards of CCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school or continued disobedience to the established policies of the school.
8. We believe discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
9. We pledge, if for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.
10. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage and the abuse of other personal property.
11. We will support the school by involvement in parent-teacher conferences, open houses, parent-teacher gatherings, volunteer activities, and other school-sponsored meetings and activities.
12. We give permission for our child to take part in all school activities. We understand the school does not provide student medical/accident insurance and it is our responsibility to provide our own.
13. We understand and will fulfill our financial obligation to pay for the educational services the school provides for our child as outlined in the Parent/Student Handbook.
14. We understand that the school reserves the right to change a policy at any time without notice.
15. There must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to CCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of CCA personnel immediately and privately.
16. We sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment or failure to meet financial obligations will forfeit the student's privilege of attending Central Christian Academy.

*A printed copy of this covenant is attached to the application form  
and will be turned in with your application.*

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