



Preschool Handbook 2018-2019

School Policy, Rules and Procedures

Fort Collins Christian School

2040 Nancy Gray Ave. Fort Collins,

CO 80525

970-222-6347

www.fcchristianschool.com

OUR MISSION

It is our purpose to provide a safe Christ-centered learning environment to empower students to become respectful and responsible individuals with a lifelong desire to learn.

OUR VISION

Our aim is the harmonious development of the physical, mental, and spiritual powers of the individual student through Christ-centered instruction. It is the preparation for successful citizen in this world and the world to come. It is to instill the joy of unselfish service for other within the child.

OUR CORE VALUES - CHERISH

1. **Christ-centered Living**: Reflecting God's character in attitudes and actions. "You come to Him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ." 1 Peter 2:5 (God's Word Translation)
2. **Honor**: Showing value, dignity, and high respect for people and property. "Honor everyone. Love brotherhood. Fear God." 1 Peter 2:17 (Holman Christian Standard Bible)
3. **Exploration**: Discovering new information to gain a deep understanding of God and His creation. "For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see His invisible qualities – His eternal power and divine nature." Roman 1:20 (New Living Translation)
4. **Responsibility**: Following directions, completing tasks, and taking ownership of choices, words, and actions. "In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master." Colossians 3:23 (Easy to Read Version)
5. **Integrity**: Being truthful, fair, and deserving of the trust of others and encourage them to tell the truth. "Even you people are known by their actions, whether their conduct is pure and upright." Proverbs 20:11(CEB)
6. **Service**: Working for the benefit of others. "Use your freedom to serve one another in love." Galatians 5:13
7. **Heroism**: Making decisions that align with convictions and beliefs, even if it means standing alone. "Have I not command you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9 (NIV)

OUR PHILOSOPHY

The central focus of the early education program is to enrich each child's personal relationship with their Creator. In doing so, we hope to tap into some of their spiritual gifts and help develop those gifts as we learn and study together about the Creator, maximizing the innate ability and potential God has created in each child

We desire that each child becomes comfortable in the school setting, feels learning is fun, and finds joy in who they are. We hope to provide each child with a smooth transition and firm foundation for the rest of his or her education. Our preschool and kindergarten programs combine academic and developmental

growth. Our teachers will promote positive attitudes toward learning while guiding the development of early literacy and numeracy skills, as well as skills in the use of language, problem solving, and cooperation.

ADMISSION POLICY

It is the policy of Fort Collins Christian School to admit students of any race to all the rights, privileges, programs, and activities generally accorded to a student at the school, and to make no discrimination on the basis of race, color, gender, handicap, ethnic background, or national origin in administration of the educational policies, application for admission, scholarship or loan programs, and extracurricular programs. It is also a policy of the school to observe state laws applicable to education so long as they do not conflict with the beliefs of the Seventh-day Adventist Church.

Enrollment at Fort Collins Christian School is a privilege, not a right. In order to safeguard the scholastic, spiritual, and moral atmosphere, the school reserves the right to refuse admittance of any student whose presence is deemed detrimental. Furthermore, upon registering, parents or guardians will be given a copy of the Preschool Handbook which states School Policies, Rules, and Procedures, and are asked to read them, and agree to follow and accept them by signing the policies and procedure document.

ADMISSION REQUIREMENTS

1. Application: Submit a completed application form
2. Age for Early Childhood Program: Children ages 3-6
A child has to be at least 3 years old for admittance into the preschool program.
3. Birth Certificate: All students are required to present a copy of their birth certificate.
4. Medical Examination: Medical examination, including eye examination, are required for all new students entering the program.
5. Immunization Records: Parents are required to provide proof of current immunization according to Colorado State Law at the time of registration. Please sign the waiver sheet for non-immunized students.
6. Registration Fee and Tuition: Satisfactory financial arrangement must be made and the registration fee and first month's tuition must be paid at the time of registration.
7. Completion of all necessary forms in the Application Packet
Financial Agreement, Emergency Information & Consent to Treatment, Child Pick-up Information, Activities and Transportation Consent/Emergency Medical Treatment Consent, Philosophy Questionnaire

ACADEMIC AND CURRICULUM

Our early childhood program is designed for students (ages 3-6) who are ready for an academic school readiness program. Academics are a function of ability, not age. God created each child special and unique. Readiness is a primary criterion for accepting a child into the formal school program and often requires input from parents/guardians as well as the program director.

Our program is designed to meet the individual needs of every student through individual instruction and various hands-on learning activities. Students develop social and emotional skills through a variety of group activities and indoor and outdoor play activities, community learning arrangements with multi-aged students, and peer leadership opportunities. This gives our students the opportunity to learn from each other and to help other children as well.

Since young children learn through playing, our early childhood program focuses on developing early literacy and numeracy skills through fun hands-on activities. In addition, our curriculum focuses on increasing children's fine motor skills that support improved writing and drawing.

Our students also participate in Bible, Art, Music, Physical Education, Social Studies and Science Units, Foreign Language classes, and STEM classes weekly. Social and emotional development is also an important part of our curriculum. Students develop these skills through variety of outdoor and indoor play activities and group activities in multi-aged setting.

For more detailed information, please see the curriculum, objectives and class schedules for the Pre-K/Preschool program and Kindergarten Program.

ADJUSTING TIME

Beginning the academic journey at Fort Collins Christian School is an exciting experience for a young child. Our staff is dedicated to helping children adjust to the school setting, as well as working with parents to make the transition from home to school a smooth one. There is a 30-day adjusting period for all preschool children. We realize that in some situations, children may not be ready for a structured environment or that Fort Collins Christian School may not be the perfect fit for each child.

BIRTHDAY PARTIES

Parents are welcome to bring a special treat to the classroom to celebrate their child's birthday. Potential food allergies will be communicated with all families. Parents can call in advance to determine how many children are scheduled for the classroom on the day of the celebration. Due to fire safety concerns, burning birthday candles are not allowed.

CHILD ABUSE

Staff members who have reasonable causes to view or suspect that a child has been subjected to abuse or neglect will immediately report such facts to the Department of Social Services (Division of Childcare). Investigators from the Department of Social Services shall be given the right to interview staff and children, and obtain the name, address, and telephone number(s) of parents/guardians of children enrolled in the preschool program. Department of Social Services: 1575 Sherman Street, Denver, CO 80203, 303-866-5958 or 1-800-799-5876.

CHILD'S PERSONAL BELONGINGS

Each child will be given a locker in the classroom to keep his/her backpack, jacket/coat, lunch box, and extra change of clothing (underwear, pants, shirts, and shoes), and a basket for blanket, pillow and sheet for nap time. Your child is welcome to bring a transitional item to help him/her feel comfortable (blanket or stuffed animal). However, other toys from home are not allowed at the center for safety reasons. There may be a scheduled show-and-tell when your child may bring a toy. Gum and candy should not be brought. The center will not responsible for any breakage or loss of toys brought from home to the center. Please do not allow your child to bring money to the school.

CLOSINGS/SNOW DAYS

In case of weather related closures, please remember that we follow Poudre School District's (PDS) snow day schedule. When they cancel, we cancel, and if they start late, we start late (at the same time). Please check your TV or online news. Occasionally, we may feel the need to make a decision which is separate from PDS in order to best care for our students. We will contact parents by calling and/or texting.

COMPLAINTS

Complaints pertinent to the Early Childhood Development Center at Fort Collins Christian School should be directed to the teacher, director, and the Department of Social Services (Division of Childcare) in that order. Department of Social Services: 1575 Sherman Street, Denver, CO 80203, 303-866-5958 or 1-800-799-5876.

COMMUNICATION

Communication between parents and teachers/school is a vital part of a child's education.

1. Newsletter: A monthly newsletter will be emailed to parents once or twice per month. This newsletter will serve to inform parents/guardians of what is happening in our classrooms and school. A physical copy of this newsletter is available at the sign-in communication station in the classroom.
2. Social Media: School Website (www.fcchristianschool.com) and Facebook (<https://www.facebook.com/Fort-Collins-Christian-School-1758817827752632/>)
3. Sign-in and Sign-out Daily: Per state regulation, parents and guardians are required to sign in and out daily in the log book located at the sign-in communication station in the classroom.
4. Event Posting: Upcoming events, activities and reminders will be posted at the sign in communication station in the classroom and on the bulletin board in the lobby.
5. Parent/Student/Teacher Conferences: Official conferences are scheduled twice a year (after the first and third quarters). This is a special time for teachers to provide parents with detailed, meaningful insight on their child's development. Further discussion may be required and can be scheduled as appropriate.
6. Communication with Teachers: Parents are encouraged to communicate with the teacher regarding their child's progress or other concerns and questions. Conferences with the teacher should be arranged outside of class time, preferably before or after school.

CONFIDENTIALITY

In today's world, identity theft is rampant, as such, we strive to keep information about children confidential in the child care setting. There are licensing regulations from the state to ensure confidentiality. We will not share information about your child with any other parent, and we request that you not ask for information about other children at the center.

DRESS CODE

Fort Collins Christian School believes that the dress of an individual says a lot about the individual and the organization with which they are associated. The dress code for the school applies from the time the students arrives until they have left the campus. It is our desire to encourage each student to be Christ-

centered, choosing a manner of dress that would be modest, neat, and bring glory to God rather than to the wearer.

Pre-K and Preschool Dress Code:

- Footwear – All footwear must have closed toes. No flip-flops or beach sandals.
- Socks are required unless wearing strapped sandals.
- No hats/caps/hoods may be worn within the school buildings.
- No belts, please.
- No jewelry
- Girls must wear shorts or tight under skirts or dresses for warmth and/or modesty.
- Any clothing not covering the midriff and ripped, torn, or frayed clothing are not acceptable.

DISMISSAL/WITHDRAWAL

The following behavior is considered unsafe/inappropriate at the child care center:

- Repeated aggressive acts towards other children or teachers
- Threatening and/or taunting peers or teachers
- Sexual touching of other children and/or a focus on sexual matters

Parents/guardians are expected to work positively and respectfully with the school and staff in upholding policies and guidelines. If these requests are not met, a child may be asked to withdraw. When a parent/guardian chooses to withdraw, written notification to the director is required. All accounts must be current upon departure.

EMERGENCY DRILLS AND EVACUATIONS

The director will ensure that all applicable safety standards are met and maintained. We will have periodical facility reviews with the Fort Collins Fire Department and Larimer County Health Department. All deficiencies noted in the review will be immediately brought to the director. The director will set up periodic drills and will maintain a record of each drill.

Should the building require emergency evacuation, the staff-child ratio will be maintained and children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information with them to the evacuation site. Parents/guardians will be contacted by telephone, text, and/or email as to the location of their child. Depending on the circumstances, parents/guardians may be requested to pick up their children, or to arrange for the emergency contact person to pick up their child.

FIELD TRIPS

There will be adequate notification of scheduled field trips with a permission slip outlining all the details of the field trip. All children must be secured in a child restraint system that is appropriate for the age and development of that child. The child restraint must conform to all applicable Federal Motor Vehicle Safety Standards and Colorado Child Passenger Safety Laws. If a trip is planned on a day that is not your child's scheduled day, your child is welcome to attend as long as they are accompanied by a parent/guardian. Students are only allowed to travel in their parent's car or school transportation. Parents are responsible for getting their child to the school on time in order to facilitate a timely departure for

scheduled trips. Parents of children who arrive after the departure time will need to make alternative care arrangements for that day.

Children will be actively supervised by teachers and staff members at all times. Supervising teachers will have a cell phone, consent to treatment form, parent contact information, and a first aid kit.

FOOD AND DRINK

It is a proven fact that students function much better if they eat healthful, nutritious meals. A good breakfast will help students to start the day well, and a good lunch will keep them going through the day. Please ensure that your child eats breakfast and brings lunch to school.

Healthy snacks for snack time are encouraged. Excessive sweets are discouraged and caffeinated beverages are not allowed.

GUIDANCE/DISCIPLINE

If children violate the trust placed upon them and fail to abide by the rules of the school, guidance action may be necessary. This action is not a condemnation of the child, but of the undesirable behavior. It is the desire of the school to hold children responsible for their actions. It is the purpose of the guidance action to:

- Cultivate positive child, staff, and family relationships by creating and maintaining a socially and emotionally respectful early learning and care environment.
- Implement teaching strategies supporting positive behavior, pro-social peer interaction and overall social and emotional competence in young children.
- Provide individualized social and emotional intervention support for children who need them; including methods for understanding child behavior and developing, adopting, and implementing a team-based (i.e. family, director, teacher, developmental specialist, mental health or other consultant, etc.) positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.
- Access an early childhood mental health consultant or other specialists as needed.

HOME AND SCHOOL ASSOCIATION

The Home and School Association (HAS) connects parents to the school. All parents of school children are members of this organization. Activities and programs organized by the HAS benefit students, parents, and the school. All parents, as well as church members are welcomed and encouraged to attend all Home and School meetings and programs.

HOURS OF OPERATION

The Fort Collins Christian School Preschool program is offered for children ages 3-5 years of age. This program operates Monday through Friday 8:00 a.m. – 3:00/4:00 p.m. This program follows the school schedule for holidays, vacations, and breaks. Because of the difference in a preschool child's readiness for school, we offer a variety of attendance options for the parent/guardian to choose for their child: half-days or full days, two days, three days, four days, or five days, and morning or afternoon. Our half-day program runs from 8:00 a.m. – 12:15 p.m. (lunch time included). Parents who desire to drop off their children before 8:00 a.m. can make an arrangement with the director. This arrangement is covered under the Early Arrival Policy.

ILLNESS, INJURIES, AND EMERGENCY CONTACT

All children experience childhood illnesses which may at times be contagious. In our quest to stop germs from spreading, we request that parents safeguard their child and other children by keeping children at home if signs of illness are present. Illnesses requiring a child to stay at home include, but are not limited to, fever 100.4°F or higher, diarrhea, vomiting, inflammation of the eyes, rash, head lice, sore throat, herpes (mouth sores) that are oozing, impetigo, scabies, constant runny nose, severe coughing, extreme sleepiness, ear pain, vaccine-preventable diseases, or suspected contagious illnesses (such as chicken pox, mumps, influenza, “stomach virus,” etc.). Children may not attend classes until they have fully recovered. In the case of fever, diarrhea, or vomiting, children may not attend until symptom free without medication for a minimum of 24 hours prior to returning to school.

If a child becomes ill or is injured at school, immediate action will be taken to ensure the student’s safety and wellbeing. If a child received a minor injury (i.e. scrapes, etc.) while at school, the teacher or staff member will administer first aid in the form of water, soap, bandage or ice pack. Children at school with fever, diarrhea, and vomiting will be sent home and may not return before 24 hours of being symptom free. A doctor’s note stating that the child is well enough to return to school may be required. Parents of children who become ill at school will be contacted and requested to pick up their children as soon as is possible. The emergency contact on file will be called if parents cannot be reached. Please keep emergency contacts current.

Please notify the school if your child is diagnosed with or exposed to an infectious disease. Notice will be posted if exposure to an infectious disease occurs at the school.

In the case of a severe emergency, 911 will be notified first, followed by the notification of parents or guardians. An emergency release must be signed by the parent/guardian in order to authorize staff to take appropriate steps on behalf of a child.

IMMUNIZATION RECORDS

Colorado law requires every child to have a physical examination form signed by an approved health official. This examination may not have taken place more than 6 months prior to, nor more than 30 days after the child’s first day of attendance. Yearly physicals will be required for every child under the age of seven. An immunization document with the dates of all shots is also required.

MEDIA/TECHNOLOGY

We have implemented the use of media/technology to take advantage of the vast amount of educational resources available to student. However, television, recorded media, and video time will be limited to thirty (30) minutes per week. The computer/tablet time will be limited to non-consecutive fifteen (15) minutes increments not exceeding thirty (30) minutes per day.

MEDICATION ADMINISTRATION

All prescription and non-prescription medication given in the preschool setting requires written authorization from a health care provider, as well as parental written consent. This is a childcare licensing requirement. The medication authorization forms are available from the director. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the length of time the medication needs to be given. All medication must be brought in the original labeled container with prescription number, name of

medication, date filled, name of physician, child's name, and directions for dosage. It is essential that a medication measuring spoon or other device be sent with the child's medication to ensure proper dosage.

Pursuant to and in compliance with the Colorado Nurse Practice Act section 12-38-103(10), preschool staff involved in medication administration receive special training and are supervised by our School Nurse Consultant. Preschool staff are not authorized to determine when an "as needed" medication is to be administered. Administration of "as needed" medication will be determined in collaboration with the consulting registered nurse, who will write and maintain a care plan for that child.

An individualized health care plan must be updated every 12 months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, and must include but is not limited to the following:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions
- Behavioral interventions
- Medical procedure and intervention orders

All medications are stored in a locked cabinet that is inaccessible to students and kept under the conditions directed by the health care provider or pharmacist.

OUTSIDE PLAY

Children will play outside on the playground at the discretion of the preschool staff. In the event that the weather is hot (above 95°F) or cold (below 32°F), too rainy or too snowy, we will participate in activities indoors (gym) that will help develop large muscles. Children are always offered water after playing outside and may have a drink anytime during the school day. It is recommended that parents apply sunscreen on their children prior to the start of each school day. Children are allowed to wear sunglasses and hats on the playground. If parents would like a staff member to apply sunscreen to their child, this must be communicated to the director, and the sunscreen permission form signed. Children who have had an illness must be well enough to play outside before returning to school. Our school is not staffed to provide both indoor and outdoor supervision.

PICK UP AUTHORIZATION

1. Parents/guardians must provide the school with a list of all adults who have permission to pick up their child(ren).
2. Only authorized adults will be allowed to pick up children. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. Proper identification of an authorized adult for pick-up will be required before the release of children.
3. In the event of an unauthorized adult pick-up, parents/guardians will be called. If staff are unable to reach the parents, the child will remain in the care of the center.

PARENTAL CUSTODY

It is the policy of Fort Collins Christian School not to become involved in custody disputes. Fort Collins Christian School will only recognize court orders which specifically say that a father or mother is not

allowed to pick up the child/ children from school. The school will honor that order and not release the child/children to the parent who has been prohibited from picking up the child at school.

At no time will either parent be denied access to a conference with the child's teacher regarding the progress of the student. Either parent may have access to the cumulative records of the student regardless of custody. If one of the parents of a student wishes to deny the other parent access to the student's teacher or records, then they must provide the school with a copy of the court decree denying the non-custodial parent such access.

RESPONSIBILITIES OF STUDENTS

1. All students have the right to respectful and fair treatment from other students, teachers and staff. Harassment, intimidation or any other offensive behavior will not be tolerated.
2. Students must be with teachers or staff all the time. They must understand that while they are at school or school related functions, the faculty has the responsibility to supervise their safety and behavior. Parents are asked to help students to understand this need.
3. Students are not allowed to use inappropriate language or engage in unsuitable conversational topics at the school.
4. Students must follow the dress code of the school.
5. Students are required to listen to the teachers and obey the school rules.

RESPONSIBILITIES OF PARENTS

1. Guide the child from the earliest years in the development of socially acceptable standards of behavior, treating others with love and respect, exercising self-control, being honest and accountable for his/her actions.
2. Uphold the Christian ideals (School Core Values) taught at school in the home.
3. Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn. Take an interest in your child's progress.
4. Recognize that criticism bruises the spirit and erodes motivation and that the child needs a lot of encouragement to succeed in life.
5. Talk and help your child understand that she/he has to be with the teacher or staff all times, must listen to the teacher/staff and obey the rules at the school since they are in charge of the child's safety and behavior.
6. Discuss with the child the home and school rules/discipline plan. Encourage and guide your child to solve problems and help them to make good choices. Establish the consequences that will result from the violation of rules.
7. Be sure your child's attendance at school is regular and punctual.
8. Keep students at home who show signs of communicable diseases. Parents should notify the school before 8:00 a.m. on the morning of the child's absence.
9. Sign in and sign out your child daily. Take the time to enquire about your child's progress in the morning or after school when you sign in and out. Upcoming events, activities and reminders are posted at the sign in communication station in the classroom, so you always know what is happening at the school.
10. Read the school newsletter carefully, so that you know what is happening in the classroom or the school. The newsletter is emailed once or twice a month. The hard copy of the newsletter is available at the sign-in communication station.
11. Encourage the child to be responsible for his/her personal appearance and hygiene and comply with the dress code of the school.

12. Be aware of the importance of good, healthy habits for yourself and child.
13. Share criticisms of the school with the Teacher/Director rather than with your child. Always uphold the school and teachers in the presence of your child.
14. Actively participate in the school activities and the Home and School organization since learning is a cooperative effort of the child, teacher and parents.
15. Meet financial obligations of the school promptly.

SUNSCREEN

It is the parent's responsibility to apply sunscreen on days it is needed. In the rare instance this is not possible, sunscreen will be applied by staff if the student has provided their own sunscreen and written authorization has been obtained.

SUPERVISION

All the children are expected to be in a supervised area before, during, and after school once on the school campus. Should a child not be where they are expected to be, they will be assumed lost and immediate action will be taken to locate the child. When a child is lost, the teacher will immediately contact the director. They will institute a full building search for a child. If not successful within a few minutes, the parent/guardian and police will be contacted for help in finding the lost child.

TOILET TRAINING

We realized that some children will have special needs or may not be toilet trained; however, all children attending out Preschool must be toilet trained.

VISITORS

1. Parents and other interested adults are welcome to visit the school. A courtesy call to the teacher involved at least one day prior to the visit is required.
2. All visitors must sign in/sign out on the visitor's log sheet. A written policy regarding visitors to the school can be found on our visitor's log sheet. Proper identification will be required of all visitors prior to gaining access to our school.
3. Siblings of students, no matter their age, who are not students of the Fort Collins Christian School should be accompanied by a parent whenever present on school grounds.
4. A record of all visitors will be kept at our center.