

Christ the Cornerstone Academy Preschool



Parent Handbook
2011/2012

Preschool Handbook

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THE PARENT PLEDGE

In order to assist your child in getting the most out of a Lutheran education, we would ask that parents pledge themselves to fulfill the following responsibilities:

- ❖ To pray for my child and all involved in his/her education
- ❖ To provide a Christian atmosphere in our home which is the most vital influence in my child's life
- ❖ To attend worship services faithfully with my child and to involve the family in Bible Study
- ❖ To encourage and admonish my child to obey teachers' and school rules cheerfully and promptly
- ❖ To cooperate with, and to uphold the teachers, in the exercise of Christian discipline and in the training of my child
- ❖ To go directly to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15)
- ❖ To take an active role in parent/teacher conferences, meetings and other education programs that provide "parenting" help
- ❖ To take an active role in seeing that my child's assigned homework is completed and to provide an opportunity for completing the task
- ❖ To take into account my child's extra-curricular involvement and to encourage completion of these activities
- ❖ To fulfill my financial obligation to Christ the Cornerstone Academy, realizing the importance of prompt payment

With the grace and help of God, I,
a Christ the Cornerstone Academy parent,
pledge to follow through on the objectives stated above.

HISTORY & PHILOSOPHY

The Lutheran Church, Missouri Synod establishes and maintains Christian elementary schools in the United States, thereby giving tangible witness to the importance our National Church places on training our children in fundamental doctrines of Christian faith. For this purpose Christ the Cornerstone Academy was established in 1978. We want our children to be truly brought up in the nurture and admonition of the Lord through daily contact with the great teachings of the Holy Bible and the love of Christ. **"Train up a child in the way he should go, and when he is old he will not depart from it."** Proverbs 22:6 At Christ the Cornerstone Academy, Christian Education makes a difference – *not CHRIST AND EDUCATION, but CHRIST IN EDUCATION.*

OBJECTIVES

We believe that, in order to “Grow in the grace and knowledge of our Lord and Savior, Jesus Christ”, II Peter 3:18, we should have the following objectives:

- ❖ To develop sincere Christians who practice Christian living when dealing with God and fellow men
- ❖ To develop in our children an understanding of the Christian’s obligation to make full and wise use of his/her God-given talents, time and treasures
- ❖ To develop in our children a positive, Christian self-image so that they know they are created and loved by God
- ❖ To guide the children in their development spiritually, socially, intellectually, physically, and emotionally
- ❖ To develop in our children the ability to think clearly and to employ good work habits
- ❖ To develop in our children a competence in all subjects in the curriculum
- ❖ To maintain a curriculum superior to local schools such that children leaving our school find themselves prepared for attendance at the school of their choice
- ❖ To aid each Christian home in its primary responsibility of educating and training children in the discipline of faith and love
- ❖ Teach students how to treat others with respect and to avoid bullying behaviors toward other classmates.

The objectives of a Christian education cannot be accomplished fully in a school day. It is very important to have the same aims and directions being reinforced in the home.

During the year we encourage the school children to share their joy in Christ with the members of Christ the Cornerstone Lutheran Church in worship service. We urge you to share this experience with your child. If you have no church affiliation, feel free to make Christ the Cornerstone your church home. If you have any questions, please call Pastor Reimnitz at 858-566-1860. Brochures are available in the office that explain the Lutheran Doctrine.

ADMISSION POLICIES

Non-Discrimination Policy

Christ the Cornerstone Academy welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Christ the Cornerstone does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school programs.

Members of our congregation support Christ the Cornerstone Academy and as such we serve the needs of our church families first. However, families not making CTC their home church but who display a sincere desire for a Christian education will be considered for admission to the school as well.

Enrollment Requirements

All students are required by law to have an official immunization record on file. Parents of all students entering Christ the Cornerstone Academy are required to have their child's immunization records up to date before he/she begins school. ATB test is highly recommended by State Health Department authorities, and therefore, will be part of the entrance requirements for all students at CTCA. Proof of a negative Mantoux skin test will be required of all new students. All children must have reached their 3rd birthday and be fully toilet trained prior to attendance.

- ❖ Students turning 3 years old after December 2nd, 2011 will be placed in our preschool Class.
- ❖ A child entering a Jr. Kindergarten Class must be 3 years old on or before December 2nd, 2011.
- ❖ A child entering a Pre-Kindergarten Class must be 4 years old on or before December 2nd, 2011.
- ❖ (This date may change in the upcoming school years pending California Law changes).

Enrollment Priorities/Timetable

Enrollment for the fall begins each year in April. The priority list and timetable to enroll are as follows:

- ❖ Children already enrolled from the previous year may start re-enrolling on April 1st.
- ❖ Siblings of currently enrolled students and children of the members of our congregation may enroll beginning April 1st.
- ❖ Children of members of sister churches and children from the community may enroll starting on May 1st provided space is available.
- ❖ Our preschool is year round from September through August.
- ❖ Should a family decide to take the summer months off they **MUST** turn in a 30day written notice to the school office. Students must maintain an active student status in order for the priority Fall enrollment to be maintained. If a new family wants to enroll and start immediately and your spot is the only one left, you will be notified immediately and given 24 hours to begin active enrollment. If the parent does not respond within the 24 hours or chooses not to enroll

immediately, the spot will be given to the new child and the registration fee will be refunded. This compromise is only valid from April 1-August 31.

Re-enrollment

Parents wishing to re-enroll their child must fill out an enrollment application. The account must be current before the application will be accepted. All other required paperwork must be completed and submitted before the fall session begins.

Enrollment Packet

Listed below are the forms contained in the enrollment packet. **It is important that all be filled out and submitted to the office prior to school attendance.**

- ❖ Enrollment Application
- ❖ Fee Information
- ❖ Enrollment Contract
- ❖ Child's Immunization Record
- ❖ Child's Pre-admission Health History -Parent Report
- ❖ Emergency Contact/Consent for Medical Treatment
- ❖ Physician's Report
- ❖ Notification of Parents' Right
- ❖ Personal Rights
- ❖ Parent Student Handbook
- ❖ Acknowledgement of Receipt of Parent-Student Handbook
- ❖ Lead test signed by physician

Placement

The placement of children in a group is determined by age and development level. We want your child to be placed where his/her needs will be met and interest will be challenged. Occasionally, it is necessary to move children or combine groups. Every effort will be made to keep changes to a minimum.

Trial Period

There is a six-week academic and disciplinary trial period for each student at the beginning of the year or upon entry into the school. If and when problems arise, the teacher will make an appointment for a conference with the parents and the administrator.

Waiting List

Siblings of current students and children of members of our congregation are given top priority on the waiting list.

REGISTRATION FEES & TUITION

Registration Fees

Registration fee is **non-refundable and non-transferable**, except when the school determines it is unable to meet the needs of the student within the first six weeks of enrollment.

Tuition

Annual tuition is computed based on the number of school days for the school year. It will not be prorated in months with holidays and vacations. It will not be prorated as well when your child goes on family vacation. It will not be prorated if the child is sick and has to stay home per school health policy. Tuition will not be prorated if the school is closed due to unforeseen circumstances.

Discounts

Families who are members of Christ the Cornerstone Lutheran Church and members of sister Lutheran churches will receive membership discounts as set by the Board of Christian Education and by the Board of Elders of our church. An application should be filled out and submitted with the enrollment papers. Both groups are expected to attend at least 50% of scheduled worship services, take Holy Communion on a regular basis and contribute proportionately of their income, as God has blessed them, through weekly/monthly offerings. The Board of Elders of Christ the Cornerstone Lutheran Church will review their eligibility for the discount at the end of each semester. An unsatisfactory review will require correction within 30 days or the discount may be subject to cancellation.

Discounts are also given to families who have multiple siblings, 10% the second child and 15% for the 3rd child. The eldest child will be considered the 1st child for bookkeeping purposes.

A referral fee of \$100.00 will be credited to a student's account if a family is referred to the school. The family must inform us of the referral at the time of enrollment. The student referred must attend the school for a minimum of three months before the account is credited.

Tuition Collection

Tuition is due and payable by the 1st of the month beginning in September and ending in August. Invoices will be sent home each month. A check made payable to CTCA should be dropped in the payment box by the main office door. No checks should go through the secretary. Please place payments in the payment box or go straight to the accounting office. We cannot accept cash for tuition payments.

Past Due Accounts Procedure

In order to provide a favorable education to the students attending CTCA it is the intent of the Board of Christian Education to charge fair tuition to all those attending the school and that tuition is paid in a timely manner. The board has established the following guidelines regarding past due accounts:

1st Step: Payments are due on the 1st of the month. The 1st notice will be sent on the 5th, 5 days late. This notice will state, "Your payment is overdue. A late fee will be

applied to your account. Please remit payment or contact the School Administrator or Pastor to set up a payment plan”.

2nd Step: A certified letter will be sent with the next bill. The letter will state the removal date of the child/children from school if payment is not received or adequate arrangements made by the 1st Monday following the 1st of the month. The child/children cannot return to school until full restitution has been made.

3rd Step: On the same day the child/children is/are removed, a letter will be sent home informing you that your account will be sent to collection by the end of the month.

4th Step: Send account to collections.

SCHOOL HOURS, ARRIVAL/DEPARTURE POLICIES

School Hours

Full day program - 7:00 a.m. – 5:00 p.m. If a child is picked up after 5:00 p.m. you will be charged daycare fee of \$2.00 per half hour. If picked up after 6:00 p.m. it will be \$1.00 per minute.

Half day program – 8:00 a.m. – 12:00 noon. If a child is brought to the school before 8:00 a.m. and picked up after 12:00 noon you will be charged daycare fee of \$3.00 per half hour.

Arrival

A child must be brought into the school and released to the staff. A parent or designated person must sign the child in on their designated class sign in sheet, located in front of the classrooms each day. For the benefit of the child and to keep class interruptions to a minimum, all children should arrive at school no later than 8:30 am daily.

Departure

For safety reasons, a student will not be dismissed with anyone except a parent/guardian or those listed on the emergency form or someone designated by the parent in writing. Whoever picks up the child must sign out on the sheet provided for each class. Make sure the staff is aware that the child is leaving.

(You will be charged a fee of \$5.00 if a child is not signed in and out properly.)

Parking/Loading Zone Area

Please do not use the parking area closest to the classroom building to park your cars. This area is reserved for the staff.

The loading zone area by the main building's double wooden doors is for drop off and pick up of students already waiting outside. Please do not park cars in this area and leave them unattended nor sit in the car in this area waiting for children to be dismissed.

The south and north gates are *not to be used for entrance* by students or parents. Children are instructed not to open the gates for anyone. **Please do not ask a child to break a school rule.**

ATTENDANCE

If for some reason a child will be unable to attend school please let the office know no later than 9:00 am on the day of the student's absence.

If you will be taking a vacation, please notify your child's teacher and the office of the dates your child will be absent. Please consider what your child will miss if you take vacations at times other than scheduled school vacations.

It is mandatory that you give the school a written 30-day notice if you will remove your child permanently from our school.

Church and Sunday School Attendance

Because this is a Christian school and we are emphasizing "CHRIST IN EDUCATION" church services and Sunday school attendance are vital parts of the pupil's education. The school urges parents to enroll their child in a Church and a Sunday School of their choice.

DRESS CODE

We encourage preschool children to express independence and personal responsibility. So we urge parents to dress their children in clothing that is easy for them to manipulate when using the restroom facilities.

The children should also come to school ready to work and play comfortably. Children get messy as we do a number of arts and crafts. We do wear aprons when painting, but keep in mind that this is not a full proof measure against some paint on clothes. A good rule of thumb is not to dress children in anything you would be concerned about getting dirty. ***Please, no super hero clothing of any kind – power rangers, pokemon, etc. Mark your child's jackets/sweatshirts with his/her name with permanent markers.***

Shoes are to be closed toed and comfortable. Please do not send children with slip-on shoes that fall off easily when they run. The best bet is a good pair of sneakers. In warmer weather, sandals are acceptable, if they are close-toed and have strap around the heel.

All preschool children need to have a change of clothing here at school. Please put a shirt, pants, underwear, and socks in a Ziploc bag with the child's name on it.

ACADEMICS

Curriculum

Christ the Cornerstone Academy was established to provide a balanced educational program in nurturing Christian environment for the children. Our staff will provide the opportunity for intellectual, emotional, physical, creative, social, and spiritual development of every child. The Board of Christian Education has chosen the **Abeka Christian curriculum and the Concordia religion series** to achieve these goals.

Childhood is a time for fun, but also a time for learning. It is a time for developing new relationships with the world and the people in it, for exploring, and becoming independent, and meeting a whole range of new challenges. Every child is given the opportunity to develop his/her abilities in the same measure as the Lord has blessed him/her.

In keeping with the philosophy of CTCA, all subjects are taught in the light of God's Word.

The curriculum is designed to:

- ❖ Foster positive self-esteem
- ❖ Provide opportunities for creative expression
- ❖ Support the development of social skills such as sharing, cooperation, generosity, and empathy
- ❖ Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in practical uses of words
- ❖ Enhance fine and gross motor skills
- ❖ Stimulate cognitive problem-solving skills

Developmentally appropriate activities are planned and implemented in each group. The daily schedules provide for a balance between child-directed and teacher-directed activities, quiet and active time, and inside and outside play. Children have daily opportunities to read books, use a variety of arts and media, explore math and science materials, music experience, and work alone or together with friends.

A parent-teacher conference will be held once during the year to inform you of your child's progress in school. Any concerns we may have will also be discussed at this time.

DISCIPLINE

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior.

Positive guidance techniques used by the staff will include but are not limited to:

- ❖ Recognizing and encouraging appropriate behavior
- ❖ Developing reasonable and clear rules and expectations in each group
- ❖ Redirecting children into positive behaviors
- ❖ Enforcing limits and rules consistently and fairly
- ❖ Helping children to identify and express feelings in acceptable ways

Aggressive behavior is never accepted, such as hitting, biting, kicking, etc. In case of any continued behavior that is potentially harmful to your child, other children or property, you will be notified immediately. A behavior notice will be sent home with the child. Failure to correct repeated behavior may result in suspension or ultimately expulsion.

Please discuss with your child's teacher any changes at home that may affect your child's behavior at school. We expect 100% parent support on discipline and reinforcement of behavior at home that we expect from your child in school.

Types of Disciplinary Actions

- ❖ Phone Call/ Note Home/ Behavioral Report/ Conferences - A staff member may do any of the above in order to explain the problems he/she is encountering and request the parent(s) to take appropriate action.
- ❖ Suspension - Suspension results in the child being removed from the school and all school functions for no greater than 3 days. Upon being suspended, the child must be removed from the school by the parent or guardian and will not be readmitted until the duration of the suspension is completed, and a conference between the Staff member, Administrator and the Parent(s) is held. Board of Christian Education will be notified.
- ❖ Probation - A student may be given one more chance to succeed and any further offense of a serious nature may result in expulsion. The Board of Christian Education will be notified.
- ❖ Expulsion - A student may be asked to leave the school immediately and for the remainder of the school year. Parents may request a meeting with the Board and principal to review this decision. Request for such a meeting must be in writing within seven days of notice.

Behavior Requiring Disciplinary Actions

CTCA's Board of Christian Education has reviewed and approved the following disciplinary actions that may be taken in response to the infractions enumerated below:

- ❖ Behavioral Report/Conference with Parent(s)
 - Stealing or lying
 - Any form of academic dishonesty
 - Profanity
 - Unchristian behavior

CAMPUS RULES

Playground Rule

- ❖ General rules that apply to the classroom apply to the playground as well.
- ❖ Playground supervisors have the same authority as teachers and are to be obeyed.
- ❖ Common Christian courtesy will be the predominant rule of the playground. Students need to learn to share, take turns, and be considerate of the needs and rights of others.
- ❖ Excessive rowdiness, loudness, physical contact, and discourteous behavior can result in loss of privileges.
- ❖ No student is allowed to leave the school grounds without the knowledge and consent of the adult supervisor.
- ❖ Students will not be permitted to leave campus with anyone other than those who are designated on the emergency contact form or if the parent sends in a note. If the adult is not a familiar person to the staff identification will be required.
- ❖ No one is permitted behind the trailers or buildings without the permission of an adult supervisor.
- ❖ The large parking lot is not normally considered part of the playground but may be used under special permission with adult supervision.
- ❖ Playing in the bathrooms will not be permitted.
- ❖ Sitting, standing or jumping on lunch tables is not allowed.
- ❖ Students are not permitted in the area around the stained glass.
- ❖ Stay away from any plants and trees that may be damaged by rough contact.
- ❖ Use sidewalks and stay off the banks.
- ❖ No personal toys or other articles are permitted on the playground without the permission of the adult supervisor.
- ❖ Throwing any object other than approved sports equipment is prohibited.
- ❖ Climbing is permitted only on approved playground equipment, not on fences and gates.
- ❖ Only one person at a time on the slides.
- ❖ Slide is to be used in a seated position only
- ❖ Jump ropes are for jumping only.
- ❖ Balls must not hit the buildings.
- ❖ Play equipment must be returned to storage after use.
- ❖ Students are responsible for keeping track of their own classroom equipment. Do not leave items outside.
- ❖ Students may be asked to help care for the grounds by picking up trash in the playground areas.
- ❖ Absolutely no talking is permitted during a fire drill.
- ❖ Games involving violence and gunplay are not allowed.

Lunch/Snack Hour Rules

- ❖ Obey adult supervisor at all times.
- ❖ Use your best Christian manners at all times.
- ❖ Eat lunch/snacks at assigned location only.
- ❖ Finish lunch/snacks or take remaining food home.
- ❖ Do not “trade” food with other students.
- ❖ No lunches/snacks may be stored in the school refrigerators or heated in the microwave.
- ❖ Help keep lunch area clean by picking up trash (even if it is not your own!)
- ❖ Place lunch boxes or containers in designated area before going to play.
- ❖ No loud talking or shouting will be permitted during lunch/snack time.
- ❖ Do not leave seat or area without permission from supervisor.

LUNCH & SNACKS

Lunch

We encourage you to provide a healthy and nutritious lunch for your child. This is not the time to pack new food or something they do not like hoping we can make them eat. Be careful with the juice drinks you send. Most of these drinks have little juice and a lot of sugar. Also think about what your child can handle himself/herself. We are here to assist, but we encourage independence. The juice drinks in bags are very difficult for the child to open. **Absolutely no glass containers or soda!** We will not heat up any lunches. If a student forgets to bring lunch, an emergency “Oops” lunch will be provided for an extra cost.

Order forms for the next month’s lunches are sent home the third week of the month. The order form must be filled out and turned in by the due date. If your you would like to pick up a lunch your child did not eat you may do so, however it would need to be picked up by 3pm. Unused lunches are nonrefundable and **Do NOT** get rolled over or credited to the next month.

Snacks

Our morning snack program is a parent-involved program. Each family will be expected to provide a snack for the entire preschool approximately once throughout the school year. You will be given at least a week notice with some snack ideas when your turn comes up. The school will provide afternoon snacks.

HEALTH POLICIES

Ill Children

Children are not to be in school if they are ill. **It is mandatory for parents to keep their child home for 24 hours following a fever, vomiting or diarrhea.** Absence must be reported to the office no later than 9:00 A.M. on the day of the student's absence.

In the event that a student becomes ill during the day, the parent will be called to pick up the child. Until the parent arrives he/she will be kept comfortable at the office.

Medication

It is preferred that the student's medication be administered at home. But if this is not possible, authorized school personnel will administer the medication, provided it is brought to the office in the original container with instructions and doctor's prescription. The parent/guardian must sign the Permission to Administer Medicine form.

Physical Limitations

If for some reason your child is unable to participate in our outdoor programs or any specific activity, a written note from the doctor or parent must be submitted to the teacher.

AIDS Policy

Any student found to be infected with Human Immune deficiency virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or Aids-related Complex (ARC) will be treated with respect and dignity. Every precaution will be taken to protect the confidentiality of records, files and other information about the HIV status of the student. Any decision regarding the type of educational service to be provided to a student with AIDS/ARC will be made in consultation with the student's physician, parents/legal guardian, counselor, administrator and, where appropriate, pastor of the church.

Child Abuse Reporting

The Penal Code of the State of California mandates that the personnel of all schools in the state of California, both private and public, are knowledgeable of the child abuse requirement of the State of CA. Reporting is mandatory when there is observation of, knowledge of, or reasonable suspicion of child abuse. If your child has any unusual marks (such as birthmarks, etc.) Please notify your child's teacher and the office secretary.

Safety

For your child's safety, he/she will be released only to the designated adults listed on the emergency form, unless the office is notified otherwise. In case of serious accident or injury every effort will be made to notify the parent. The instructions on the emergency form will be followed.

Emergency forms must be updated regularly. It is the responsibility of the parent/guardian to notify the office of any change of information in the form.

Children and parents are not allowed in the classroom without a teacher/staff member being present. **All parents, guests and visitors must stop at the office to sign in and obtain a visitor's badge.** When parents, guests or visitors leave, they are asked to stop at the office to check out and return their badges.

PARENT-TEACHER/STAFF RELATIONS

Questions, Problems and Complaints

There may be times that a parent has questions, problems or complaints. It is important that these be heard. If it is about a teacher, staff member or other person, speak to that individual first. Tactfully, yet honestly, discuss how you feel; remembering that this individual's goal to provide an education to your child is the same as yours. If after that conference, the issue is not resolved, you may speak with the preschool director to resolve the problem. If you are not satisfied with the resolution speak to the school administrator to resolve the issue. If you are still not satisfied, submit a written and signed statement to the Board of Christian Education and that body will act as the authority to help to understand and resolve any conflict.

Bring your concerns to those who can resolve them. Discussing them in "open forum" with anyone will not promote a solution, but does promote misrepresentation, gossip and misunderstanding.

Parent Forum- Before our monthly Board of Christian Education meeting we will offer a parent forum. Please utilize this time for positive suggestions to improve CTCA. If you cannot attend forum there are forms outside the school office in the hallway for you to write down suggestions and place in the payment box.

Volunteering and Classroom Visits

Parents are encouraged to volunteer in the classroom and with other activities/programs within the school. Please feel free to call the secretary for an appointment to visit the classroom or for information concerning the activity or program you are interested in. Please sign the volunteer board in the office and pick up a visitor or volunteer badge.

(Some volunteers are required by law to be fingerprinted. Please, ask our principal or secretary for details.)

Classroom Visit Guidelines

- ❖ Plan to visit at the time of day when the work you want to see is most likely going on.
- ❖ Choose a day other than just before a school holiday or school program.
- ❖ Arrange your visit with the teacher/preschool director in advance. It is sometimes possible to plan the work so that the teacher can show you the situation you want to see.
- ❖ Visitors are asked to check in at the office when they arrive on campus to sign in and obtain a visitors badge.
- ❖ Step right into the class without making the students aware of your presence so as not to disturb the children.
- ❖ Small children should not visit the classroom.
- ❖ The teacher will be occupied with the class. If you wish a personal conference, please arrange this after school hours.
- ❖ Try to come in for several short visits between 8am-12pm rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

STUDENT PROGRAMS & AFTER SCHOOL ACTIVITIES

Chapel Service

Weekly children's chapel services are conducted every Wednesday of each month. Parents and friends are welcome to attend. Service for Preschool and Kindergarten is from 8:15 a.m. until 9:00 a.m. Children may bring their offering at this time. Monthly chapel offerings are sent to different missions throughout the school year.

Daycare

As a convenience to the families of our school, CTCA provides daycare service to enrolled students. For fulltime students, service is available in the afternoon. It will be 5:00 p.m. – 6:00 p.m. For half-day students, service is provided from 12:00 noon until 6:00 p.m., please refer to the "Fee Schedule" for current rates. **If the child is picked up after 6:00 p.m. the cost will be \$1.00 per minute. Fees must be paid in advance of expected use of service.** Please notify us if an emergency has arised. **Law enforcement may be notified if we are not able to contact anyone within one hour after closing time.**

A sign in/out sheet system accounts for time spent in daycare. **Whoever picks the child up must sign the child out, or the account will be charged until 6:00 p.m.**

A student who is checked into daycare while a parent/guardian volunteers for the church or school will not be charged a fee. The parent/guardian must sign the student in and out of daycare and indicate that he/she does volunteer work.

FUNDRAISERS

In order to keep tuition as reasonable as possible numerous types of fundraisers are on going throughout the school year. Money raised is used for various purposes that benefit the school. Participation is voluntary. The following is a list of some of the programs:

- ❖ Scrip - gift certificates for various local retailers, restaurants, gas stations, etc. Order forms can be found at the office.
- ❖ Entertainment Books - book of coupons offered for one low purchase price.
- ❖ Sally Foster Gift Wrapping Paper
- ❖ Campbell Soup Program - Labels from Campbell soup and other products are collected to earn points for educational products.
- ❖ Box Tops For Education - Box tops are collected from General Mill products. Credit is issued to the school for the purpose of acquiring school equipment and materials.
- ❖ Student Store – The Student Council operates the store and sells snack items. Student Store cards are sold for \$7.50 each. Proceeds from the sales will go towards a school-related project determined by the Student Council.
- ❖ Cookie-Dough
- ❖ CTCA Events. (Harvest Festival, Trike-a-thon, Jog-a-thon, & etc.)

MISCELLANEOUS

Nap Time

All children enrolled in the full day program are required to have a rest time after lunch. Children nap on mats provided by the school. You will have to provide a crib size sheet, **small** pillow, and a **small** blanket for your child. Due to limited storage space in the classroom, please do not send large blankets and pillows. You will need to bring it to school every Monday (Tuesday) in a **pillowcase** with your **child's name clearly marked on all items**. We will keep the bedding during the week and send it home every Thursday (Friday) to be laundered.

Bathroom Accidents

Children are required to be potty-trained. We do anticipate an accident every now and then. However, if the accidents become frequent we will notify you.

Newsletter

A monthly calendar will be sent home with the students monthly. It is the responsibility of the parent(s) to carefully review it for school information and special announcements.

Bulletin Board

The bulletin board outside in the patio/lunch area should be checked periodically for information.

Lost and Found

It is advised that the parent(s) mark the child's clothing and personal items to facilitate finding misplaced or lost items. The lost and found cart should be checked if an item is missing. Please return items that are mistakenly taken. For missing jackets check the preschool lunch area.

School Pictures

Class and individual pictures are taken in the Fall. The details will be announced prior to the picture taking.

Orientation

Parents must participate in orientation before attending school. This is done during the Open House that is held before the school session begins. Check the date when you receive your orientation packet.

Yearbook

The number of books printed depends on the number ordered. The time to order will be announced.

****Rules are subject to change at the discretion of the BOCE at anytime.*