

Central Christian Preschool/Day Care & Summer Day Camp

Handbook

2009-2010



Central Christian Preschool & Day Care

1910 East 30th Avenue

Hutchinson, KS 67502

(620) 662-1350

**CENTRAL CHRISTIAN PRESCHOOL AND DAY CARE
1910 EAST 30TH AVENUE
HUTCHINSON, KANSAS 67502
(620) 662-1350**

Central Christian Preschool/Day Care/Summer Day Camp
is an integral part of Central Christian
School Incorporation and is operated under
the same mission statement as Central Christian School.

VISION STATEMENT

Central Christian exists to glorify God by partnering with Christian families and churches to educate students, to help them gain firm assurance of their salvation in Jesus Christ, and instill in them the desire to love and serve God as mature Christians.

MISSION STATEMENT

The mission of Central Christian School is to train every student to be complete in Christ by...

Teaching a Christ-centered curriculum,
Equipping students to live godly lives,
Affirming Christ-centered relationships, and
Motivating students to life-long Christian service.

PURPOSE

Central Christian Preschool/Day Care/Summer Day Camp (the "Center") is a Christian ministry to children between the ages of 2 ½ and 12 years of age. The Center fosters spiritual, intellectual, physical and emotional development. It is our goal that parents will send their children to Central Christian Preschool/Day Care/Summer Day Camp with confidence that their child will be taught, cared for and admonished with Christ-like love.

PROVISIONS

The center will provide a Bible-based curriculum designed for the preschool age child.

Other areas of provision include:

- Personal attention and affection
- Opportunities for children to realize their worth and potential, to express their ideas and feelings in creative, positive, and helpful ways.
- A wholesome, nutritionally balanced noon meal and snacks.
- A place and time for quiet rest.
- A guided, interesting, and varied program which will challenge young minds, develop strong bodies, and assist children in learning how to get along with others.

ADMISSION POLICIES

Central Christian Preschool/Pre-Kindergarten/Day Care/Summer Day Camp is operated on a non-discriminatory basis, according equal treatment to all applicants without regard to race, color, national origin or ancestry. Vacancies will be filled by those listed on the waiting list, as openings become available in specific age groups.

Children must be at least 2 ½ years of age.

Physically handicapped or emotionally disturbed children will be accepted only if the program is able to meet the needs of the child, and if there is no negative effect on the other children through the child's behavior or through requiring staff time needed by other children.

ENROLLMENT

Children are enrolled at Central Christian Preschool/Day Care as openings become available. An annual non-refundable registration fee of \$30 is required when the child is enrolled (does not include T-shirt.)

There is a \$10 registration fee required to enroll in the Summer Day Camp Program (includes T-shirt).

PROGRAMS

Central Christian offers various enrichment programs for children 2 ½ to 12 years of age: Preschool, Pre-Kindergarten, Day Care, and Summer Day Camp.

Each weekday at 7:00 a.m. the children begin arriving at the Center for a day packed with learning experiences that will help to shape their future lives. Thirty minutes of Bible time begins the inquisitive preschooler's morning. The curriculum is based on a Christian philosophy that teaches all truth comes from God. The program focuses upon God and His Son, Jesus Christ.

Following Bible time is instruction for various learning skills, phonics, numbers, colors, health and safety, social studies and science. Kindergarten readiness is a definite goal.

After a hot lunch, the afternoon shifts to day care involving quiet-time, snacks, games, puzzles, toys, and outdoor activities.

DAYS/HOURS

Central Christian offers several programs. All sessions are Monday through Friday:

Preschool:	8:30-11:00 a.m.
Pre-Kindergarten:	8:30-11:00 a.m. or 12:15-2:45 p.m.
Extended Care:	7:00 a.m. – 6:00 p.m.
Afterschool Care:	3:10 p.m. – 6:00 p.m. (CCS Students only)
Summer Day Camp:	7:00 a.m. – 6:00 p.m.

TUITION

Tuition and fee payments for preschool/pre-kindergarten students are due on the 1st of each month. Tuition and fees for preschool/pre-kindergarten with day care and summer day camp may be made in 2 payments, with the first half due on the 1st of each month and the second half due on the 15th of each month. Parents receiving state assistance are required to swipe their Vision card or call in their payment on the 1st of each month. Parents are responsible for any balance due on the account. Tuition is the same for each month, regardless of holidays – with the exception of the week between Christmas and New Year's, and Spring Break when the preschool and day care are closed. A one-week credit will be given.

Payments may be placed in the drop box in Room 1 on in the main school office. Tuition checks should be made payable to CENTRAL CHRISTIAN PRESCHOOL or CCP. Cash payments must be handled in the main school office. Please do not put into drop box. Tuition rates are available upon request.

It is very important that all payments be made in order to retain a child's enrollment. A late fee of \$15 will be added when tuition is not paid by the next billing cycle. When an account becomes delinquent (payment is more than 10 days late) it will be turned over to a collection agency and the child must be withdrawn from the program to prevent incurring a larger debt. Once an account has been turned over to a collection agency that family will not longer be allowed to re-enroll. If a check is returned for insufficient funds or for a closed account, a \$30.00 fee will be administered. Cash or money order will then be required for payment.

WITHDRAWAL

Two weeks advance notice must be given prior to withdrawing your child from our various programs.

VACATIONS/ABSENCES

Because of our commitment to staff and to each family enrolled, tuition is required to be paid whether or not a child is in attendance. Our expenses remain the same regardless of individual student attendance. This policy is also in effect when there is a holiday or other days in which the program is closed or the child is ill.

Full-time care students may pay a \$25 holding fee for the week they are gone on vacation. No tuition will be required for that week. A two-week notice must be given to the office in order to take advantage of the holding fee policy. Full time care students will be allotted one vacation week per school year. Regular tuition will be required for preschool/pre-kindergarten students.

Summer Day Camp: Students are given the option of 2 weeks of summer vacation time at the \$25 holding rate.

FIELD TRIPS

Field trips will be scheduled periodically throughout the school year and summer. A permission form must be signed for each field trip attended.

HOLIDAYS

We will be closed on the following holidays: Labor Day, Memorial Day, Independence Day and Good Friday. Thanksgiving, Christmas, and Spring breaks will be the same as Central Christian School's K-12 school activity calendar.

MEDICATIONS

Any medications (prescription or over-the-counter) must be in the original container, and properly labeled with recommended dosages. Please do NOT send medication in the child's book bag. The director or available teacher will give the parent a medication form to sign. We will not be able to give any medications unless a medication form is signed.

SIGN IN/OUT

The parent or responsible adult must bring the child into the day care, sign the child in (time and initials of parent), and wait until the teacher has greeted the child. When the child is picked up, he/she must be signed out.

The parents should check daily for wet or soiled clothing, take-home projects, newsletters, and notices. These will be placed either in the child's backpack at the end of the preschool/pre-k time or they will be in the child's mailbox located in the child's preschool/pre-K classroom.

YOUR CHILD WILL NOT BE RELEASED TO ANYONE NOT LISTED ON YOUR EMERGENCY FORM WITHOUT YOUR EXPRESSED WRITTEN OR VERBAL PERMISSION.

HEALTH AND SAFETY

Upon enrollment each child must have a pre-enrollment examination by a physician. Immunizations are also required to be current. Children who are ill are not permitted to attend preschool/day care.

Your child should be kept home if he/she has signs of:

- Sore Throat or Earache
- Swollen Glands
- Severe Coughing
- Heavy Nasal Discharge
- Unusual Rash
- Fever of 100 or higher (in previous 24 hrs.)
- Vomiting and/or diarrhea (in previous 24 hrs.)
- Pinkeye
- Head Lice

If a child becomes ill during the day, the parent will be called. Please keep your child home for at least 24 hours after the last sign of fever or vomiting is past. When your child is absent, please call to report any contagious illness.

In case of accident or emergency the parent will be called immediately. If not available, the doctor or hospital will be contacted if emergency care is required. If necessary, we will call the ambulance or paramedics. The Director or assistant will be in charge and make all decisions about the care of the child. The school will maintain a parent's signed consent form agreeing to this provision. Parents accept full responsibility for needed services. IT IS IMPORTANT TO KEEP YOUR CHILD'S FILE UPDATED REGARDING EMERGENCY PHONE NUMBERS, ETC.

TORNADO AND FIRE DRILL PROCEDURES

Your child's safety is our utmost concern. Regular fire and tornado drills are carried out to prepare us for such emergencies. In the event of a tornado warning, children will go to the Elementary School building.

Fire drill procedures will be defined and explained to the students at the beginning of the school year. Students will be expected to move quickly and orderly to the nearest exit. Procedures will be practiced monthly.

STAFF

All of our staff are "born again" believers and highly qualified, who believe they are called of God to this unique ministry. They must be active in their church and must come from Bible teaching churches. They must meet the standards set for preschool/day care workers. In-service programs are provided to enrich the staff.

PRESCHOOL/PRE-K SUPPLY LIST

Book Bag, 1 Box of Tissues(175-200 count), 1 Paint Shirt, 1 Change of Clothes in Zip-Lock bag, Nap Blanket & Toothbrush (if applicable), 1 Box of 8 Crayons (classic color), 1 Box of 8 Classic Washable Color Markers.

SNACKS AND LUNCHES

Please feed children breakfast at home before coming to day care. The school provides nutritious snacks, at no additional charge, both morning and afternoon.

Full day care children will be served a hot lunch. The Central Christian Day Care participates in the State Food Program. Please inform us of any food allergies that your child may have.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964(voice and TDD). USDA is an equal opportunity provider and employer.

BIRTHDAYS

Students may bring treats to share on their birthday, but are not obligated to do so. Please bring individual treats such as cup cakes, or cookies rather than a cake.

CLOTHING

Children should be dressed in self-help clothing, or clothing they can manage with a minimum of help. Dress children in clothing appropriate for play indoors or out. Sturdy, washable clothing is most practical. Children play outside and paint. Please label all removable garments, such as sweaters and coats.

Each child should have a change of clothing in case of spills or accidents. This includes underwear, socks, pants, and top folded in a zip-lock bag with the child's name on it.

Please avoid dressing your child in clothing with superhero pictures, as this encourages aggressive behavior. PLEASE DO NOT SEND YOUR CHILD IN POKEMAN, HARRY POTTER, OR POWER RANGERS CLOTHING.

Flip flops, thongs, and cowboy boots are generally unsafe for play ground use and should not be worn to school.

PERSONAL PROPERTY & SHARING

Children may bring items from home to share with their classmates on Thursday and Friday. The day care cannot guarantee the safe return of sharing items brought from home, so please do not send anything fragile or valuable. We also ask that children do not bring any type of toy weapon, or action figure that encourages aggressive behavior. Please label all items with the child's name.

BLANKETS & TOOTH BRUSHES

If your child stays for a nap, please bring a small sized blanket. Blankets will be sent home every Friday for laundering. Children who stay for lunch will need to bring a toothbrush.

CHILDREN'S WORK

A child's creative work in arts and crafts usually represents serious effort on his/her part, and it is important for us as parents to regard it as something special. Each child will use many materials and media in our learning activities. Although the finished product is important, the emphasis is on the process and the skills learned in the craft or activity.

Please take home your child's school work daily. Displaying the work at home and discussing it gives the child immediate reinforcement and encourages growth and accomplishment.

Central Christian Preschool Curriculum Outline for 3-Year Olds

<p><u>August</u> Theme: Self-Concept, Family, and Safety Letters: A apple, B bell Math: Matching Science: 5 senses Character Trait: Attentiveness, Orderliness Bible: See Teacher</p>	<p><u>January</u> Theme: Planets, Rocks & Soil Letters: J jar, K kite, L lamp Math: Comparing Science: Planets Character Trait: Helpfulness, Diligence Bible: See Teacher</p>
<p><u>September</u> Theme: Self-Concept, Family, and Safety Letters: A apple, B bell Math: Matching, Counting 1-5 Science: 5 senses Character Trait: Attentiveness, Orderliness Bible: See Teacher</p>	<p><u>February</u> Theme: Sea Life, Transportation Letters: M milk, N next, O ostrich Math: Counting Science: Sea Life, Machines Character Trait: Truthfulness, Generosity Bible: See Teacher</p>
<p><u>October</u> Theme: Body Systems, Nutrition Letters: C cat, D dog Math: Shapes Science: Body Systems, Nutrition Character Trait: Kindness, Well-Mannered Bible: See Teacher</p>	<p><u>March</u> Theme: Animals Letters: P pig, Q queen, R ring, S sun Math: Parts & Whole Science: Animals Character Trait: Respectfulness Bible: See Teacher</p>
<p><u>November</u> Theme: Community Helpers, Thanksgiving Letters: E elephant, F fox Math: Sets & Classifying Science: Weather, Air, Water Character Trait: Cheerfulness Bible: See Teacher</p>	<p><u>April</u> Theme: Easter, Plants & Seeds Letters: T table, U umbrella, V Violin Math: The Language of Math Science: Plants, Seeds Character Trait: Unselfishness Bible: See Teacher</p>
<p><u>December</u> Theme: Weather, Christmas Letters: G goat, H horse, I Indian Math: Sets & Classifying Science: Weather, Air, Water Character Trait: Cheerfulness Bible: See Teacher</p>	<p><u>May</u> Theme: Insects, Birds Letters: W wagon, X xylophone, Y yarn, Z zebra Math: Ordering Science: Insects, Birds Character Trait: Courtesy, Thoughtfulness</p>

Central Christian Pre-Kindergarten Curriculum Outline for 4-year olds

<p><u>August</u> Theme: Self-Concept, Family, and Safety Letters: A apple, B bell Math: Matching Science: 5 senses Character Trait: Attentiveness, Orderliness Bible: See Teacher</p>	<p><u>January</u> Theme: Planets, Rocks, & Soil Letters: G goat, H horse, J jar Math: Comparing, Counting 1-25 Recognition & Concept of 9,10,11 Science: Planets Character Trait: Helpfulness, Diligence Bible: See Teacher</p>
<p><u>September</u> Theme: Self-Concept, Family, and Safety Letters: A apple, E elephant Math: Matching, Counting 1-5, Recognition & Concept of 1,2,3 Science: 5 Senses Character Trait: Attentiveness, Orderliness Bible: See Teacher</p>	<p><u>February</u> Theme: Sea Life, Transporation Letters: K kite, L lamp, M milk Math: Counting, Counting 1-35 Recognition & Concept of 12,13,14 Science: Sea Life, Machines Character Trait: Truthfulness, Generosity Bible: See Teacher</p>
<p><u>October</u> Theme: Body Systems, Nutrition Letters: I Indian, O ostrich Math: Shapes, Counting 1-10 Recognition & Concept 3,4,5 Science: Body Systems, Nutrition Character Trait: Kindness, Well-Mannered Bible: See Teacher</p>	<p><u>March</u> Theme: Animals Letters: N nest, P pig, Q queen, R ring Math: Part & Whole, Counting 1-40 Recognition & Concept of 15,16, 17 Science: Animals Character Trait: Dependability Bible: See Teacher</p>
<p><u>November</u> Theme: Community Helpers, Thanksgiving Letters: U umbrella, B bell Math: Space, Counting 1-15 Recognition & Concept 6,7,8 Science: Electricity, Magnets Character Trait: Self Control, Obedience Bible: See Teacher</p>	<p><u>April</u> Theme: Easter, Plants, & seeds Letters: S sun, T table, U umbrella, V violin Math: The Language of Math, Counting 1-45, Recognition of 18,19,20 Science: Plants, Seeds Character Trait: Unselfishness</p>
<p><u>December</u> Theme: Weather, Christmas Letters: C cat, D dog, F fox Math: Sets & Classifying, Counting 1-20 Recognition & Concept of 1-8 Science: Weather, Air, Water Character Trait: Cheerfulness Bible: See Teacher</p>	<p><u>May</u> Theme: Insects, Birds Letters: W wagon, X xylophone, Y yarn, Z zebra Math: Ordering Science: Insects, Birds Character Trait: Courtesy, Thoughtfulness Bible: See Teacher</p>