



CENTRAL CHRISTIAN
PRESCHOOL AND CHILD CARE CENTER
AND
SUMMER DAY CAMP

Student/Parent Handbook

Integrating Faith, Life, and Learning

1910 E. 30th Ave.
Hutchinson, KS 67502
620-662-1350
www.cougarsccs.com

 @ CentralChristianCougarsPreschool

Student/Parent Handbook

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Contact Information

Central Christian Preschool and Child Care Center

1910 E. 30th Ave.

Hutchinson, KS 67502

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(Click the Preschool Tab)



[@CentralChristianCougarsPreschool](https://www.facebook.com/CentralChristianCougarsPreschool)

Business office (for billing and payment questions):

Phone: (620) 663-2174

Central Christian School (Grades K–12)

1910 E. 30th Ave.

Hutchinson, KS 67502

Phone: (620) 663-2174

Fax: (620) 663-2176

E-mail: info@cougarsccs.com

Website: www.cougarsccs.com

About Central Christian Preschool and Child Care Center

MISSION STATEMENT

Central Christian School exists to educate, equip, and edify every student to exalt the name of Jesus Christ.

PURPOSE

Central Christian Preschool and Child Care Center/Summer Day Camp exists to provide an excellent, safe, nurturing, Christ-centered environment where children have the opportunity to develop a love for Jesus Christ and others. It is a place to grow and develop spiritually, intellectually, physically, socially, and emotionally. It is our goal that parents will send their children to Central Christian with confidence that their child will be taught and cared for with Christ-like love by a dedicated, professional staff.

Central Christian Preschool and Child Care Center/Summer Day Camp is an integral part of Central Christian Schools, Inc. and works together to provide opportunity for the spiritual, emotional, and educational growth of your child from preschool through 12th grade.

The core values of Central Christian Schools 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
- Motivating students to life-long Christian service

Priorities at Central Christian Schools

1. Honor the Lord Jesus Christ
2. Pursue excellence in academics
3. Provide God-honoring activities

ACCREDITATION AND ASSOCIATIONS

Central Christian Preschool and Child Care Center is licensed by Kansas Department of Health and Environment.

Central Christian K - 12 is fully accredited by the Association of Christian Schools International, member of the Kansas State High School Activities Association, and Member of the Heart of the Plains League.

Admission Policies and Hours of Operation

ADMISSION POLICIES

Children must be at least 1 year of age and walking to enroll. We do not offer a special education program. Physically or emotionally challenged children will be accepted if the center is able to meet the needs of the child while continuing to meet the needs of the other children in the program. This includes, but is not limited to, considerations of adequate staffing and facilities to meet the needs of the child and how other children in the facility could be affected. We can not accommodate any children who require physical restraint as per KDHE regulations. *[Child requires physical restraint (K.A.R. 28-4-427 d)(2)(C)]*

Central Christian Preschool and Child Care Center/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.

HOURS OF OPERATION

Monday through Friday: 7:00 a.m. – 6:00 p.m.

Doors will not open until 7:00 a.m.

- ♦ Preschool Only 8:30 a.m. – 11:00 a.m.
- ♦ Pre-Kindergarten (Pre-K) 8:30 a.m. – 11:00 a.m. or 12:15 p.m. – 2:45 p.m.
(Preschool/Pre-K students may check in 5 minutes before class begins.)
- ♦ Full-Time Care 7:00 a.m. – 6:00 p.m.
- ♦ Summer Day Camp 7:00 a.m. – 6:00 p.m.
(2 1/2 – 12 years)

LATE PICKUP FEES

Full-Time Students - After 6:00 p.m., the following late charges will apply:

1 to 15 minutes late	\$15.00 per child
16 to 30 minutes late	\$35.00 per child
31 to 45 minutes late	\$60.00 per child

Preschool Only/Pre-K Students - Late pickup fees will be assessed at the same rate as stated above if your child is not picked up at the end of class, 11:00 a.m. or 2:45 p.m.

These charges are stackable. For example, if a child is picked up 35 minutes after pick-up time, the charge will be \$15 + \$35 + \$60 = \$110.

Enrollment and Withdrawal

ENROLLMENT

Central Christian Preschool and Child Care Center requires a pre-enrollment form and deposit to be submitted before an enrollment package is available. The following is a list of forms that must be submitted before enrollment is complete.

- Deposit
- Application for Enrollment
- Parent Agreement
- KDHE Medical Form
- Immunization Records
- Child Health Assessment
- Emergency Medical Release and Insurance Information
- FACTS Account (Tuition payments are made using this system.)
- Summer Camp Enrollment Form (if applicable)

WITHDRAWAL

Two weeks advance notice must be given prior to withdrawing your child from our various programs. There is a form for you to complete and sign to indicate the last day your child will attend and the reason for withdrawing. This form must be submitted or charges will continue to be incurred.

Tuition

TUITION

Central Christian Preschool and Child Care requires a \$300 deposit for Pre-K, Preschool, and Full Time enrollment. This deposit is refundable at the end of the enrollment period if the child remains enrolled throughout the entire enrollment period and the tuition account is in good standing. Your child is considered enrolled when you remit the deposit for an enrollment period and therefore non-refundable unless the child completes the enrollment period and the tuition account is in good standing.

Central Christian Summer Camp requires a \$200 deposit. This deposit is refundable at the end of Summer Camp if the child remains enrolled throughout the entire Summer Camp and the tuition account is in good standing. Your child is considered enrolled when you remit the deposit for Summer Camp and therefore non-refundable unless the child completes the enrollment period and the tuition account is in good standing.

Central Christian Schools use the FACTS Tuition Management service. Each family is required to set up a FACTS account for tuition payment. This service provides flexible payment options. Annual processing fees are assessed by FACTS for this service

It is very important that **all payments be made in order to retain a child's enrollment.** 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, a family will no 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.

Curriculum and Staff Qualifications

CURRICULUM

Pre-K uses a hands-on, play based format. Every room uses a theme-based curriculum with developmentally appropriate learning activities. Children learn best when interacting with the environment around them. Each teacher incorporates hands on learning and outdoor play throughout the day.

Information and research on play-based learning and outdoor learning is available upon request.

STAFF

All teachers and staff are highly qualified and meet or exceed all standards set for pre-school/child care workers as defined by the Kansas Department of Health and Environment. In order to continue to provide a developmentally appropriate learning environment, each teacher attends continuing education and in-service classes throughout the year.

All of our staff are born-again believers who believe they are called by God to this unique ministry.

CHILDREN'S WORK

A child's creative work represents serious effort on his/her part. It is important for parents/guardians to regard it as something special. Each child will use a variety of materials and media in our learning activities. Although the finished product is important, the emphasis is on the process and the skills practiced during the activity.

Make sure you are checking backpacks daily! Important information from the office and your child's teacher will be placed in backpacks. 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.

Parents may schedule conferences with a child's teacher if they have questions or concerns about their child. Teachers may also ask for a conference with parents if they have concerns about a child. A progress report will be completed for each student twice a year.

Attendance and Holidays

ABSENCES

Because of our commitment to staff and to each family enrolled, tuition is required to be paid whether or not the child is in 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.

If your child is ill or will be absent, please call to inform the preschool/child care.

HOLIDAYS

We will be closed on the following holidays:

- ♦ Labor Day
- ♦ Thanksgiving Break— Wednesday, Thursday, and Friday
- ♦ Christmas Eve
- ♦ Christmas Break— 24th— 31st
- ♦ New Year's Day
- ♦ Martin Luther King Jr. Day
- ♦ Spring Break* (see note)
- ♦ Good Friday
- ♦ Memorial Day
- ♦ Independence Day

*We will be open **only** for students enrolled in full time child care. Signup is required for a child to attend during spring break. If you sign up and your child does not attend you will be charged a fee of \$50 per day. If you do not sign up and your child does attend, you will be charged a fee of \$50 per day. No preschool classes will be offered during spring break. Central Christian Preschool & Child Care

Student Check In and Check Out

CHECK IN/OUT

Students are checked in and out using a fingerprint system. The parent or guardian must bring the child into the facility, sign the child in, and escort the child to their classroom. At check in, you will be handed a card with the child's picture, name and room assignment. The card is to be handed to the teacher when dropping off the child in the room or outdoor play area. The same procedure will be followed during pickup. The child is not allowed to leave the classroom or playground until the parent arrives with the card.

Important! Your child will not be released to anyone not listed on your emergency form without your express written or verbal permission. A valid picture ID must be presented before the child will be released.

For everyone's safety, please follow the designated entrance and exit routes when dropping off or picking up children!

It is the parent/guardian's responsibility to keep the list of emergency contacts and the names of persons authorized to pick up a child up to date.

CHILD CUSTODY

We understand there may be circumstances in which one of the parents may not be living in the home. We adhere to the Kansas state laws concerning child custody matters. We are not allowed, by law, to keep any parent or legal guardian from seeing or picking up their child. The only way we can legally withhold a child from his/her parent is to have a legal court document on file.

ADULT EXCLUSION

Central Christian Preschool & Child Care has the right to temporarily or permanently exclude any person from the center who fails to conduct him/herself in a manner befitting a child care environment. Any person, including a parent, whose actions are deemed detrimental to the safety and well being of the children and staff, will not be allowed on the premises and enrollment may be terminated. Prohibitions include, but are not limited to: profanity, yelling, threatening, aggression, violent behavior, or intoxication.

Student Health and Welfare

We will be outside throughout the year. If your child is too sick to be outside, they are too sick to be at school. We will not keep an entire class indoors because of one child.

Please call the preschool to report any contagious illness. We reserve the right to ask for a doctor's note before a child is allowed to return.

In case of an accident or emergency, every effort will be made to contact the parent/guardian. **IT IS IMPORTANT TO KEEP YOUR CHILD'S FILE UP TO DATE SO WE CAN REACH YOU IN THE EVENT OF AN EMERGENCY.**

Your child must be kept home if he/she has signs or symptoms of any of the following:	Your child may return if he/she meets the following guidelines:
<ol style="list-style-type: none"> 1. Fever 100 degrees or higher 2. Vomiting 3. Diarrhea 4. Severe cough: croupy or whooping sounds 5. Pinkeye; red, matting, drainage 6. Lice 7. Unusual rash* 8. Swollen glands 9. Sore throat <p>*including but not limited to: impetigo, ringworm, hand, foot & mouth disease, etc.</p>	<ul style="list-style-type: none"> ◆ Fever free for 24 hours without medication ◆ Symptom free for 24 hours ◆ Symptom free for 24 hours ◆ Symptom free ◆ Clear eyes, no drainage, on medication for 24 hours ◆ Nit and lice free (including dead bugs/nits) ◆ Symptom free and doctor approval to return ◆ Symptom free ◆ Symptom free

MEDICATIONS — CHAPSTICK — HAND SANITIZER

All medications must be in the original container and properly labeled with recommended dosages. Medication will only be dispensed when there is an Authorization for Medication form on file. All medications shall be given to the front desk attendant. If you send chapstick or lip balm for your child, please label it and give it to his/her teacher. Do not send any form of hand sanitizer to school with your child.

Student Health and Welfare

EMERGENCY PROCEDURES

Your child's safety is our utmost concern. Monthly fire drills and tornado drills are scheduled throughout the year. In the event of a tornado warning, children will be evacuated to the Union Valley Church basement. The evacuation site for fire drills is the school's soccer field. Lockdown and intruder drills are also practiced throughout the year. In the event of an actual emergency, please follow the directions of the school's administration and law enforcement personnel.

INCLEMENT WEATHER POLICY

When school is cancelled or delayed, parents/guardians will be contacted via text message. Central Christian Preschool and Child Care will follow the decision of Central Christian School K-12 regarding cancellations and delays. Information will be posted on the website, marquee, social media, local radio, and television stations. A cancellation means that all preschool classes AND child care are closed. A delay means morning preschool/pre-K and child care will open at **9:00 a.m.** Notice of cancellation or delay will be given as soon as possible.

Be aware that a delay may become a cancellation if conditions warrant.

Food Program

Central Christian Preschool and Child Care Center participates in the Child and Adult Care Food Program (CACFP). We serve breakfast, lunch, and an afternoon snack in accordance with CACFP regulations. In order to stay in compliance no snacks or lunches are to be brought from home. There will be exceptions for special celebrations.

Please send a toothbrush if your child eats lunch at the center.

If your child has food allergies or restrictions a Meal Modification Form must be filled out and signed by your child's physician.

Because of food allergies, children need to finish eating breakfast before coming into the center.

Check with your child's teacher or the director if you would like to provide a special snack for your child's birthday.

Parents are welcome to join their child for lunch. Please inform the preschool office one day before you would like to join your child for lunch. The preschool office will inform you of the cost for an adult lunch.

General Information

CLOTHING

Children should dress in comfortable, washable clothing. Children will be playing outside, on the floor, and using different types of medium throughout the day. It is helpful to dress children in clothing that they can manage by themselves or with a minimum of help. If your child is wearing a skirt or dress, please make sure they are wearing shorts underneath. Flip flops and cowboy boots are generally unsafe for school and outdoor use. Any sandal or open-toe shoe should have a strap or fastener around the heel. Tennis shoes are recommended.

Each child is required to have a complete change of clothing (including underwear and socks) in case of accidents. Place all items in a zip-lock bag with the child's name on it. Their bag of clothing is to remain in their backpack.

REST TIME

Children enrolled full time can bring a small blanket, a small pillow, and ONE stuffed animal. Storage space for these items is limited. Items must fit completely within their personal storage space in the classroom. Rest-time items will be sent home every Friday for laundering.

BACKPACKS

Parents/guardians should check cubbies and backpacks daily for take-home projects, newsletters, notices, and wet or soiled clothing,

Discipline Policy

When children are given clear guidelines and expectations, they feel safe and secure. When rules are clearly communicated and children understand them, they begin to develop self-discipline and self-control, which in turn promotes a wonderful environment for learning.

Central Christian Preschool and Child Care Center uses the following techniques to encourage development of self-control and self-discipline in children:

Reminders and redirection - Children are reminded of the rules and given an opportunity to change their behavior and/or directed to another activity.

Praise - Catch them “being good” and thank them and tell them they made a good choice!

Choices - Children are given opportunities to choose between two or more acceptable behaviors. If necessary, they will be given a choice between an acceptable behavior and a consequence. For example, they can choose to use the slide, swings, or play in the sandbox correctly, or they will not be allowed there because they did not follow the rules. They may be directed to play by themselves because of inappropriate behavior towards others.

Popsicle Sticks - Each child begins the day with a designated number of sticks for their room. If the above steps have not been effective in changing behavior, the teacher will give the child a choice of either following directions or losing a stick. If a child loses all of their sticks they will lose a privilege or have a time out.

Stickers - Children will receive stickers for their sticker charts for appropriate behavior & kindness to others. At the end of the day they will receive a sticker if they have at least one popsicle stick in their pocket they will receive a sticker.

Kindness Wall - This is located in the office. We will add a child’s name to the wall for “random acts of kindness”.

Sticker Store - Once a semester children can use the stickers they have earned to buy something from the “Sticker Store”. (small toys, candy, special activities certificates etc.)

Discipline Policy

If inappropriate behavior continues, the parents/guardian will be called and the child will explain what happened. The teacher will then talk to parents/guardians about what disciplinary measures were taken and how the child responded to them. Children who are aggressive or intentionally hurt others may be sent home. The parents will meet with the director and teacher to discuss the issue before the child will be allowed to return. After the previous steps have been taken, and a child continues to exhibit hurtful behavior towards others or the child's behavior is having an adverse effect on the other children in the classroom, then the following statement from Central Christian School's Parent Agreement will take effect:

"I agree that if it is found that Central Christian Preschool and Child Care/Summer Day Camp is (1) not adequately meeting my child's needs or (2) that my child is not maintaining the standards of the school in behavior or attitude, I will withdraw him/her or the director/administrator may terminate his/her enrollment at Central Christian Preschool and Child Care/Summer Day Camp."

Corporal punishment is not practiced on Central Christian Preschool and Child Care Center premises. Punishment which is humiliating, frightening, or physically harmful to the child is prohibited.

Central Christian believes that all children are a gift from God. Any inappropriate behavior will be dealt with in a loving, Christian manner. The goal of our discipline policy is for the child to fully understand their actions, how their actions are not appropriate, and why. We want to teach each of our students the importance of taking ownership, being respectful, and understanding consequences. Most importantly, we want our students to know that we love them.

The heart of education is the education of the heart.

Toddlers

CURRICULUM

The toddler room uses a theme-based curriculum with developmentally appropriate learning activities. Children learn best when interacting with the environment around them. Each teacher incorporates hands on, play based, learning and outdoor play throughout the day.

Teachers encourage emergent communication skills by engaging the children in conversations, songs, finger plays, and helping to resolve conflicts peacefully.

Independent and daily living skills that include toileting, teeth brushing, and meal times are fostered throughout the day.

Information and research on play-based learning and outdoor learning is available upon request.

Toddlers

DISCIPLINE

Yes, even toddlers need discipline! When children are given clear guidelines and expectations, they feel safe and secure. When rules are clearly communicated and children understand them, they begin to develop self-discipline and self-control, which in turn promotes a wonderful environment for learning.

Central Christian Preschool and Child Care Center uses the following techniques to encourage development of self-control and self-discipline in children:

Clear boundaries and expectations - Children are taught that certain actions are not acceptable by firmly saying “That’s a “no”, naming the unacceptable behavior and then showing them an appropriate alternative. For example: “That’s a “no”, you may not throw toys.” and then showing them how to play with the item appropriately. “You can put the toys in the basket.”

Distraction, redirection, and reminders - Young toddlers may be distracted by directing them to a different toy or activity. Older children are reminded of the rules and given an opportunity to change their behavior and/or directed to another activity.

Choices - Older toddlers are given opportunities to choose between two or more acceptable behaviors. If necessary, they will be given a choice between an acceptable behavior and a consequence. For example, they can choose to use the slide, swings, or play in the sandbox correctly, or they will not be allowed there because they did not follow the rules. They may be directed to play by themselves because of inappropriate behavior towards others.

Praise - Catch them doing the right thing and praise them!

Toddlers

BITING POLICY

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement to prevent and stop biting.

The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice.

The biting child is removed from the situation. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

Teachers will work with parents to determine what triggered the biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, teacher and parents can work on prevention strategies and teaching replacement skills. If biting continues, the director, teacher and parents will work together to find additional resources and develop a plan to stop the behavior. All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report. A copy is provided to the parent and the original kept in the child's file in the office.

Toddlers

DIAPERING AND TOILET TRAINING

Parents must supply diapers, wipes, and diaper cream. Please label all items with child's name. Diaper cream requires a permission form in order for us to apply it.

NO CLOTH DIAPERS, Disposable diapers or pull-ups ONLY!

Teachers will support your efforts to help your child become potty trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. Toilet training will be done in a relaxed manner with the cooperation of the family. Please remember that during this time there will be frequent accidents and multiple changes of clothing will be needed

CLOTHING

Children should dress in comfortable, washable clothing. Children will be playing outside, on the floor, and using different types of medium throughout the day. It is helpful to dress children in clothing that they can manage by themselves or with a minimum of help. If your child is wearing a skirt or dress, please make sure they are wearing shorts underneath. Flip flops and cowboy boots are generally unsafe for school and outdoor use. Any sandal or open-toe shoe should have a strap or fastener around the heel. Tennis shoes are recommended.

Each toddler is required to have at least 3 complete changes of clothing (including socks) in case of accidents. Place all items in a zip-lock bag with the child's name on it. The clothing will be stored in the child's cubby.

Toddlers

REST TIME

Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.

Children may bring a small blanket, (no larger than 3'x4') a small pillow, and ONE stuffed animal. Storage space for these items is limited. Items must fit completely within their personal storage space in the classroom. Rest-time items will be sent home every Friday for laundering.

Children will not be allowed to have a bottle at rest time. [*Infant & Toddler Programs (K.A.R. 28-4-400 (p)(4))*]

FOOD POLICY

We recommend that all new foods be tried at home first since a child could have an allergic reaction. Please inform your child's teacher and note on their daily chart if any new foods have been introduced.

If your child is using a bottle for fluids, there will be a 3 month transition period to allow them time to become comfortable with a sippy cup or water bottle.

Central Christian Preschool and Child Care Center participates in the Child and Adult Care Food Program (CACFP). We serve breakfast, lunch, and an afternoon snack in accordance with CACFP regulations. In order to stay in compliance no snacks or lunches are to be brought from home. There will be exceptions for special celebrations.

If your child has food allergies or restrictions a Meal Modification Form must be filled out and signed by your child's physician.

Because of food allergies, children need to finish eating breakfast before coming into the center.

Check with your child's teacher or the director if you would like to provide a special snack for your child's birthday.

Toddlers

SUPPLY LIST

Diaper bag or back pack

Diapers or Pull-Ups

Wipes

Diaper cream—must have a permission form on file in the office

3 changes of clothing (stay at school)

Water bottle or spill proof cup (for water only)

Rest items— small blanket, small pillow, one small stuffie or lovie, pacifier