



Calvary Christian Academy
Preschool
2008 – 2009
Parent Handbook

*“Train up a child in the way he is to go, and when he is old,
he will not depart from it.”
Proverbs 22:6*

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OFFICE HOURS 6:30 a.m. – 6:00 p.m.
SCHOOL HOURS: 6:30 a.m. – 6:00 p.m.

Table of Contents

| | |
|------------------------------------|-----------|
| Section I. Purpose of CCA..... | 3 |
| A. History of CCA | |
| B. Statement of Purpose | |
| C. Preschool Mission Statement | |
| D. Statement of Faith | |
| E. CCA Goals | |
| F. Accreditation and Memberships | |
| Section II. Admissions..... | 5 |
| Section III. Rules of Conduct..... | 6 |
| A. Students Behavior Expectations | |
| B. Specific Behavioral Guidelines | |
| C. Lower School Discipline Policy | |
| D. Suspected Child Abuse Policy | |
| E. Conflict Resolution | |
| F. Dress Code | |
| I. Attendance | |
| Section IV. Academics..... | 9 |
| Section V. Miscellaneous..... | 11 |
| A. Care of Property | |
| B. Search and Seizure | |
| C. Emergency and Dental Procedures | |
| D. Lost and Found | |
| E. Food Provisions | |

I. PURPOSE OF CCA

A. History of CCA

Calvary Christian Academy, a Pre-Kindergarten through 12th grade college preparatory school, was founded in 1972 out of a community need for a valuable Christ-centered educational facility that would prepare children for life as Children of God. Much has been accomplished since the school was founded. We look forward to continued growth, with a commitment to excellence in providing quality elementary, middle and senior high school education.

B. Statement of Purpose

Calvary Christian Academy is a private school, distinctly Christian in atmosphere and approach to education. We seek to aid in guiding each child to a true perspective of life, the world and the universe, as revealed in the Bible. We strongly encourage students to consistently increase moral strength, spiritual insight and academic integrity with which to live as responsible citizens and effective Christians. We desire that our students come to a personal knowledge of Christ as Savior and Lord and demonstrate a sincere desire for spiritual growth. We aspire to create an educational community that honors the Lord in everything we do.

C. Preschool Mission Statement

Calvary Christian Preschool serves students ages 2-4.5. The mission of CCA preschool is to develop our children spiritually, intellectually, socially and physically, so that they may grow and go out into their community and schools to be an influence with their knowledge and Christian principles.

D. Statement of Faith

Calvary Christian Academy seeks to serve those of all backgrounds, and desires a spirit which is truly trans-denominational in its attitude and emphasis:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- We believe there is one God, eternally existent in three persons. (Genesis 1:1, Matthew 28:19)
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23), His sinless life (Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Eph. 1:7), His resurrection (I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory. (Acts 1:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of the human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 13: 16-19, Romans 3:23, Ephesians 2: 8-10)
- We believe in the resurrection of both the saved and the lost-the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (I Corinthians 6:19-20, Ephesians 4:30)

E. CCA Goals

Calvary Christian Academy seeks to develop students who possess qualities that will enable them to live as productive members of society.

Committed Christians Who:

- Understand the meaning of Salvation and have been given the opportunity to follow Jesus Christ as their Savior.
- Employ the Bible as the life guidebook
- Make strong ethical choices based upon the Bible.
- Genuinely love humankind, with an appreciation for the diversity of cultures and a tolerance of individual differences
- Demonstrate skills in resolving conflict through positive, biblical methods.

Effective Communicators Who:

- Convey significant messages
- Receive, interpret and use the messages of others
- Listen objectively to other points of view and seek conflict resolution.

Critical Thinkers Who:

- Identify, locate and organize information or data
- Analyze, evaluate, and synthesize information through independent and/or cooperative efforts in order to reach resolution.
- Apply problem-solving strategies to real-life scenarios.

Quality Producers Who:

- Complete tasks in a responsible, timely fashion
- Display growing knowledge of curriculum.
- Develop God-given talents and abilities
- Set, pursue, and accomplish realistic, challenging goals, and demonstrate standards of excellence.

Community Participants Who:

- Have a heart of service towards the people of this nation and the world, contributing of their time and talents.
- Act in an ethical and responsible manner.

- Display a greater appreciation for the historical background and diverse origins of people and events.

F. Accreditation and Memberships

Calvary Christian Academy is accredited by the *Western Association of Schools and Colleges (WASC)*. CCA is also a member of the *Association of Christian Schools International (ACSI)*.

II. Admissions

Tour

Parents must call the Preschool Office at (510) 222.3828 to schedule a tour of the preschool with our Director, Mrs. Charmeaka Patillo. During the tour, you will visit our preschool campus and the class your child will enter, depending on your child's age. You will also have the opportunity to meet our staff, and learn more about our program.

Application

Parents must return the Application for Admission with the \$50 application fee to the Preschool Office. The application fee is nonrefundable.

Acceptance

After the tour, CCA will review your Application for Admission. Most applicants receive notification of acceptance within one week of applying. Depending on age and availability, your child may be placed on the waiting list. Your child's acceptance letter will inform you of her/his class, start date, and tuition payment instructions.

Enrollment

Parents receive an Enrollment Contract with the child's acceptance letter. Please return the Enrollment Contract, along with the nonrefundable \$100 registration fee, \$60 Book Fee and one month's tuition payment in order to reserve your child's space in the class.

Medical Packet

Parents receive a Registration Card and Medical Packet with the child's acceptance letter. Included in the Medical Packet are several forms from the State of California Community Care Licensing Department, in addition to the health forms. All forms need to be completed, signed, dated, and returned. Please return the complete packet with your child's immunization records to the Preschool Office at least two weeks prior to your child's start date.

Payment

The registration fee and first payment must be made by personal or cashier's check, or money order, and must be returned with the Enrollment Contract, prior to the child's start date. All subsequent payments are due by the 5th of each month.

Tee Shirt

All new preschoolers receive a Calvary Christian Academy tee shirt to be worn on field trips, and on Friday to show school spirit!

Parent Handbook

When the child starts school, the family will receive a Parent Handbook which contains information about Calvary Christian Academy policies and rules. Parents must return the signed Parent Statement at the back of the Handbook within one week of your child's start date.

III. Rules of Conduct

Calvary Christian Academy exists for the honor and glory of Jesus Christ. Our students' behavior and attitudes should reflect this stated objective. The administration, faculty and staff will work in concert with the home as we strive toward teaching our students appropriate and Godly behavior. We will encourage our students to allow the Holy Spirit to work in their lives as they look to the principles of God's Word for daily guidance. Our conduct will be a major factor in making Calvary Christian Academy a "light" in our community.

A. Student Behavior Expectations

Students are expected to:

- Respect and appropriately respond to authority when confronted.
- Assume responsibility for their behavior, attitudes and speech.
- Respect the rights of others, in and out of the classroom.
- Demonstrate proper respect for school facilities and property.
- Use Christ-like language in and out of the classroom.
- Be honest in all situations.

B. Specific Behavior Guidelines

Harassment

Sexual harassment will not be tolerated. This refers to behavior that is unwelcome, personally offensive in nature, disrespectful of the rights and dignity of others, and disruptive of the school environment.

*Verbal harassment includes sexual innuendos, sexually suggestive comments, profanity, inappropriate whistling, sexually related jokes, sexual propositions, and verbal threats.

*Visual harassment includes sexually suggestive objects and pictures, cartoons, sexual graphics, leering, and obscene gestures.

*Physical harassment includes unwanted and unnecessary physical contact, touching, pinching and assault.

We have a legal obligation to ensure that the school environment is free from all forms of discrimination and harassment. Accordingly, such behaviors will be treated within the confines of the law. Complaints should be directed to an adult in authority such as a teacher, coach, administrator, etc.

Respect for Property

*Students are expected to respect school facilities and property at all times.

*Students are expected to respect the belongings of others.

Honesty

Students are expected to be honest in all school situations including the taking of tests, completion of homework and in the relationships that are part of daily school life.

Christian Lifestyle

Students should demonstrate a lifestyle, both on or off campus that is consistent with the scriptural mandate for Christ-like behavior.

In-Class Discipline

Each teacher is responsible for the communicating and maintaining CCA's schoolwide standards in their classrooms. Teachers talk with students about disciplinary matters in a manner that helps each child learn to assess and regulate their behavior. At CCA we understand that the difference between consequence and punishment is expansive and implement strategies that promote social intelligence.

Suspensions

A student may be suspended from school for up to five consecutive days for serious violations of school rules and policies. Such punishment is at the sole and absolute discretion of the administration. A student who commits any of the following offenses can be subject to **immediate suspension and will reach a new discipline level.**

- Fighting
- Theft
- Insubordination (open defiance of authority or resistance to control)
- Vandalism or willful destruction of property
- Harassment of any type (including, but not limited to, by phone, text messaging, mail, email or internet sites)
- Hazing, physical abuse, or endangering the safety of others

C. Lower School Discipline Policy

Each teacher is responsible for the communicating and maintaining CCA's schoolwide standards in their classrooms. Teachers talk with students about disciplinary matters in a manner that helps each child learn to assess and regulate their behavior. At CCA we understand that the difference between consequence and punishment is expansive and implement strategies that promote social intelligence. In the case a students' behavior becomes a serious issue, teachers will contact parents. Dialogue in accordance with the attribution theory is used before scolding, likewise "take-a-break" reflections are given instead of "timeouts".

D. Suspected Child Abuse Policy

The State of California requires Calvary Christian Academy to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. See Penal Code Article 2.5 Section 11174.3. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

E. Conflict Resolution

We believe that conflicts can be resolve through clear, loving communication. Parents must first bring a concern to the adult involved, then to the principal, and finally to the school board if no earlier resolution can be affected. Likewise, a teacher should deal with a student, parent, or colleague before consulting the principal and finally the school board. Matthew 18: 15-17 states: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

F. Dress Code

Dress for all students should be modest in terms of:

Fashion – it should not call attention to one's self.

Decorum – it should reflect purity of heart.

Price – it should not become a competitive priority.

Clothing should be practical (fit the needs of the day), clean and in good repair.

The following types of clothing are not acceptable:

- No pajama bottoms
- No slippers
- Tennis shoes or closed toe shoes only
- No “Heely’s” or wheels in shoes
- No “gothic” clothing or accessories (skulls, spikes, chains)
- No cutoff shorts, frayed clothing or jeans with holes.
- No apparel that displays suggestive pictures, inappropriate slogans, and graphics related to alcohol, drugs, or tobacco, secular music groups and secular music stations
- No gang related-type clothing
- No hats or hoods
- All students must have hair color that is a natural color, clean and neat.

The dress code is in effect for all CCA-sponsored events. At any off-campus activities that involve swimming, girls must wear modest one-piece swimsuits and boys must wear modest fitting trunks.

Violation of Dress Code

Parents are responsible for keeping a full change of clothes (shirt, pants/skirts, socks, underwear) in the child’s cubby at all times. Students and parents are expected to support the dress code whether or not they agree with each detail. **The school staff reserves the right to determine what is acceptable and appropriate.**

I. Attendance

The Preschool opens at 6:30 a.m. and student drop-off continues until 9:00 a.m. We ask that all students be dropped off no later than 9:00 a.m. as to not disturb the learning of other students. Students may be picked up at anytime; although organized curriculum takes place until 5:00 p.m. The school closes at 6:00 p.m.; after which time there is an additional \$2 charge during the first 5 minutes and \$5 per minute charge for each minute after that.

Reporting an Absence

To report an absence, parents must call the Preschool Office (510.222.3828) by 9 a.m. on the day of the absence. **Tuition is still due to the school for days when a student is absent;** prices will not be pro-rated.

Signing In and Out

Each child has his or her own sign-in sheet kept in the sign-in book at the front of the class. The parent or predesignated guardian is responsible for accurately recording the time and day the child was both dropped off and picked up. The parent or predesignated guardian is responsible for providing a signature each time a child is dropped off or picked up. Anyone who is not listed on the “pick-up” list **and** has not provided a valid copy of a California state issued identification to the school will not be allowed to remove a student from school premises. Parents are responsible for coordinating child drop-off and pick-up.

****Families with custody disputes, arrangements and court orders must disclose the information to the child care facility upon enrollment; including legal documentation that outlines said arrangements as they pertain to the coming and going of the child.***

IV. ACADEMICS

Christian Philosophy

“Train up a child in the way he is to go, and when he is old, he will not depart from it.” Proverbs 22:6. It is a known fact that the early training of a child is the most significant training he receives. An early childhood experience permeated by Christianity provides a child with added richness.

Not only are his mental, emotional, social, and physical needs recognized, but also his spiritual needs.

School Program:

- Exciting, educational and age appropriate curriculum
- Balance of independent and teacher directed activities
- Instruction may be given to the entire class or to small groups, depending on the topic
- Various themes are used throughout the year

The daily curriculum involves Bible time, Spanish immersion, block play, manipulatives, art, music, pre-reading activities, early math skill development, activities to develop both small and large muscles, story time, dramatic play (kitchen play, dress up) and outdoor play.

Schedule of Activities:

Before School

6:30am – 9:00am: Drop off, inside play

School Day

9:00am – 9:45am: Circle Time/ Calendar Theme Discussion /Group Discussion

9:45am – 10:15am: Snack Time (prepared at school)

10:15am – 10:45am: Outside Playtime

Spanish Time (10:45am – 2:00pm)

10:45am – 11:30am: **Work Period/Organized Curriculum/Music/Movement/Dance**

11: 30am – 12:00pm: **Lunch Time (prepared at home)**

12:00pm – 12:30pm: **Outside Play**

12:30pm – 2:00pm: **Nap Time**

2:00pm – 2:30pm: Snack Time (prepared at school)

2:30pm – 3:00pm: **Work Period/Organized Curriculum/Music/Movement/Dance**

3:00pm – 4:00pm: Free Choice: Art/Role Play/Reading/Table Time

4:00pm – 5:00pm: Circle Time/ Calendar Theme Discussion /Group Discussion

5:00pm – 6:00pm: Preparation time to go home/outside play time

**Show & Tell – Friday*

(These are tentative schedule are subject to changes at school discretion)

Nap Time

Preschool students are required to nap/rest during the school day. During that time students must be in his or her sleeping space, quiet and lying down. Parents must supply the student with a pillow and blanket/towel that will be taken home and washed at the end of each week.

Field Trips

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers or supervisors should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher or supervisor is suggested if possible. Field trips are privileges afforded to the students. Participation in such trips can be denied if students fail to meet academic or behavioral requirements.

All teachers should fill out a field trip form designating the location, date, length of time, educational purpose, and mode of transportation for the trip. This form is to be returned to the principal for approval. Once approved, permission slips may be distributed.

Permission slips will be sent home to parents a minimum of one week prior to the field trip. Times, activities and other details about the trip will be included on the on the field trip form. The mode of transportation will also be noted and parents' signature denotes acceptance of the field trip details.

Buses, school administrators, and parent drivers constitute the means of transportation for field trips. Private volunteer drivers (transportation other than buses) and vehicles must meet the following requirements:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license with no physical disability which would impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
- All children must be individually buckled into a child restraint during transport.
- No child shall sit directly in front of an air bag.
- The driver shall not partake in any activity that would jeopardize the safety of the children (E.G., TALKING ON A CELL PHONE WHILE DRIVING).
- Permission must be given by the teacher for siblings to accompany parents acting as chaperones.

Chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops in-between time of arriving at the destination and return together with the group to CCA, unless other arrangements are explicitly stated and agreed to by the teacher and drivers.

All rules that apply at school for adults and children apply during the field trip. All volunteer drivers must sign the Volunteer Driver Agreement agreeing to meet the above requirements in order to transport students on class field trips. The Agreement will be kept on file in the school office and remain in effect throughout the current school year. If more than one parent/guardian or other family member intends to drive on field trips, they must each sign the Agreement.

The ratio of children to chaperones should be stated. The general rule is that the younger the children, the greater the standard of care. For trips other than interscholastic athletics, supervision of one (1) adult per ten (10) students is recommended. This ratio should be lower for very young children.

All permission forms should be sent to the sponsoring teacher where they will be checked for authenticity. A student who does not have a permission slip on file will not be allowed to go on the trip. A phone call from a parent will not be accepted in place of the signed form. A generic permission form is on the school website which may be downloaded, filled out, and turned in, in the event the original permission slip cannot be found.

The majority of school field trips are transported by parent volunteers. Teachers must make arrangements with parents and volunteer drivers in advance to ensure each child being transported has the proper child restraint.

Teachers will ensure that the school office has a contact number to reach the class on a field trip in case of emergency. For field trips at locations where first aid supplies would not be readily available, such as a park, a small first aid kit will be available in the office to take on the field trip. In the event of an emergency and a child needs to be transported back to school or to a hospital for care, the school office will be contacted immediately to contact the parent or guardian and make appropriate arrangements.

V. MISCELLANEOUS

A. Care of Property

- Gum chewing is not allowed on campus.
- Students responsible for damaged property are to pay for corresponding repair or replacement costs.
- If school property is to be removed from a classroom, the teacher involved must grant permission.

B. Search and Seizure

To insure the health and safety of our students, staff and visitors at CCA, all students are subject to random searches, without prior notice to the students or parents. The search may be undertaken at the sole discretion of the school administration, with or without probable cause. The search can be conducted by the administration or by others acting at their request. The search may include, but is not limited to a student's person, property, lockers, and vehicle on campus and at school sponsored activities.

C. Emergency Medical and Dental Procedures

Illness

Your child is not permitted to attend the center if any of the following are present.

- Fever of more than 100 degrees.
- Nausea
- Diarrhea
- Undiagnosed rash
- Flu
- Any other suspected or confirmed communicable illness.

Your child may return to the center after:

- Your child is free of all communicable symptoms.
- The temperature has returned to normal for at least 24 hours.
- There has been no vomiting or diarrhea for 24 hours.
- Your child has been released by your physician.

What happens if my child becomes ill while at the center?

- Your child will be kept isolated and comfortable.
- You will be contacted in class by staff.
- Come pick up your child immediately.

If unable to contact you, we will try other emergency contacts.

Note: Please notify the center office if your child is ill or has been exposed to a contagious disease. That way, we can inform our other families, if necessary.

Medications

If your child needs to be given medicine while in attendance:

- Complete a "Record of Prescription Medicine" that's available in the office.
- Medication must be in its original container.

Original pharmacy label must include: prescription number, date filled, physician's name, directions for use, child's name. The only non-prescription medication given is that which has a physician's statement attached.

Accidents

In the case of an accident involving your child, the following actions will be taken:

- If the accident is minor, first aid will be applied at the center. Cuts and scrapes will be washed with soap and water and a bandage applied. An accident report will be completed and given to the parent at pick-up time.
- If the injury is not life threatening, but requires further treatment, we will make every effort to contact the parent(s) first, then the emergency contact in the event we cannot reach the parent.
- In the case of a life-threatening injury, emergency personnel will be called first. Parents will be called next. If parents cannot be reached, calls will be made to the individuals listed on your Emergency Information Card. A staff person who is familiar with your child will accompany your child to the hospital and wait until you or an emergency contact person arrives. An accident report will be completed for all accidents that leave a mark or involve a hard fall. These are left on the counter next to the sign-in clipboards and "accident report" will be written next to your child's name.

D. Lost and Found

Books and valuables found on campus will be brought to the office where they may be reclaimed. Students may check the lost and found cart for lost items. Unclaimed items will be donated to a local charity.

E. Food Provisions

The preschool will provide a mid-morning, afternoon and late-afternoon (pick-up) snack for the students. Parents are responsible for providing students with nutritious lunches each day. Lunches should be kept in lunch boxes, warm soups and non-prepackaged beverages must be stored in a thermos. Food allergies should be disclosed to the school upon enrollment.

