



Covenant Christian Preschool's Parent Handbook

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www.covschool.org

"Train a child in the way he should go, and when he
is old he will not turn from it"

Proverbs 22:6

**Covenant Christian Preschool is a ministry of
Covenant Presbyterian Church**

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Philosophy and Mission

Covenant Christian Preschool (CCS) operates as a ministry of Covenant Presbyterian Church. Our philosophy is to ensure that every child reaches their full potential in a Christ-centered, loving environment. It is our desire and goal to aid in the total development of the unique personality of each child as they learn to love and appreciate God, themselves, their families, friends, and their environment. "I have no greater joy than to hear that my children are walking in the truth" (3 John 1:4 ESV). It is our joy to teach the children to walk in God's truth and love.

Children will receive a developmental approach to instruction with a balanced blend of academic readiness that meets their cognitive, physical, social, emotional, and spiritual needs. Covenant Christian Preschool will provide hands-on, creative opportunities that provide a solid foundation in a variety of skills necessary for future school success. Each child is a unique creation from God that develops and grows at his or her individual pace. It is our duty to provide a Christ-centered environment, where each child is valued, loved, and nurtured.

Covenant Christian Preschool's God given mission is to provide a solid biblical and academic foundation on which each child can build for the future. We view each child as a unique individual created by God to fulfill a special purpose in this world. The school desires to instill a love of God and His word in our children, as well as to develop academic capabilities that will ensure life-long success. "Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6 NET).

We honor and glorify God by partnering with parents, church, and community to inspire children to reach their unique, God given potential. Covenant Christian Preschool considers it a blessing and a privilege to work alongside our families, with the Lord's help, to develop and prepare the children entrusted to us to become successful learners.

Goals

Covenant Christian Preschool's goal is to create an environment where relationships are built and children are made aware that they are the beloved creation of God. At Covenant, we shape minds, cultivate hearts, and promote service. We are a place where God's love is demonstrated to others. Creating an environment where parents can feel comfortable and secure leaving their children, knowing they will receive excellent care in their home away from home.

I. Enrollment- Registration Policies & Procedures

1.1 Admission Requirements

Our school is open to all who desire a Christian preschool education for their children. There is no discrimination on the basis of gender, religion, race, or national origin; however, first consideration is given to those who are members of Covenant Presbyterian Church. Prior to enrollment, your child must be:

- 2-1/2 years to 5 years of age
- Physically, emotionally, and socially developed to the extent that they are not a hazard to themselves and do not endanger the safety and well being of others
- Developmentally ready for the type of creative and educational program offered by CCS
- Current on all immunizations

1.2 Admission Agreement

You will be entering into a term contract with Covenant Christian Preschool for either:

10 Months September -June or 12 Months September-August

Children are accepted at Covenant Christian Preschool for one year. Re-enrollment procedures must be completed each year for placement to be maintained for the following year.

One month of priority registration for returning students, siblings, and Covenant church members will be scheduled in late winter prior to the school year in which your child will be enrolled.

By enrolling in our program, you are agreeing to follow all policies in this Handbook and the terms of your Admission Agreement as set forth by the State of California, CCS and its representatives.

To register, a completed application must be turned in with the non- refundable registration fee. Once registered, you will receive an enrollment packet. The following forms are required by the State of California and CCS:

- Admission Agreement
- Identification & Emergency Information (LIC 700)
- Physician's report - Child Care Center (LIC 701)
- Copy of Child's Immunization Records (PM 298)
- Personal Rights Form (LIC 613A)
- Notification of Parent's Rights (LIC 995)

- Child's Pre-Admission Health History-Parent's Report (LIC 702)
- Consent for Emergency Medical Treatment (LIC 627)
- Receipt of Parent Handbook
- Parent Authorization for Continuing Consent (Field Trip-School Directory-Photo/Video)

You **must** have all forms completed and returned with first month's tuition to the school office **at least 24 hours** before your child begins school.

It is required that CCS be notified in writing of any change of information contained on these forms. These forms must be kept current during the time in which your child is enrolled.

1.3 Programs

Covenant Christian Preschool offers 2, 3 and 5-day programs for the Monkey Room and 3 and 5 day programs for our Rainbow and Ladybug rooms. The following programs are available: Mornings (8am-11:45pm); Part-Day (8am-2:30pm); Full-Day (7am-6pm). We also offer extended daycare at the rate of \$10.00 per hour. Extended Daycare is only available to students whom are enrolled in our Part-day programs. Reservations are required and space is limited. Please contact the director for reservations. Children must be 2-1/2 years of age by September 1 of the school year enrolled.

Parents understand and acknowledge that CCS Preschool is a licensed Preschool Child Care Center and that, under California law, the California Department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed Preschool Child Care Center, to inspect and audit children's records; to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children.

2 Financial Policies & Procedures

CCS and its representatives reserve the right to contact parents to discuss satisfactory payment of tuition/fees should they not be paid in a timely manner. If payment is still not received by the agreed upon date, the child will be suspended until payment is received. If no attempt is made to pay the balance, the child's contract will be terminated.

2.1 Registration Fees

A Registration Fee is payable at the time of registration. This covers the cost of registration, materials, supplies, classroom set up costs, maintenance and insurance.

***This fee is non-refundable.

2.2 Tuition Fees

Tuition is paid in full each month your child is enrolled, regardless of whether your child is absent for any reason, including, but not limited to illness, vacation, or early withdrawal. There are no refunds for termination of enrollment.

2.3 Late Fees

School opens at 7:00am for all daycare needs and closes at 6:00pm. Pick up time for the morning class is 11:45pm. If you arrive late (after 12:00pm) a \$1.00 per minute late charge will be added to your account. Pick up time for our part day class is 2:30pm (unless daycare reservations have been made) and full day pick up time is 6pm. If you arrive late (after 6pm) a \$1.00 per minute late charged will be added to your account.

2.4 Withdrawals

Parents may withdraw a child from the program by giving a two-week written notice. **A child will be considered enrolled for the remainder of the year after April 1 and will be responsible for the remaining tuition.** Withdrawal and subsequent re-enrollment will entail an additional registration fee. Covenant Christian School has the right to terminate the student at anytime for any reason.

2.5 Billing Information

FACTS TUITION MANAGEMENT

We use FACTS Tuition Management for tuition billing and payment. The annual FACTS fee of \$45 will be assessed with the first payment in August.

To register go to www.covschool.org and do the following:

- Select Information
- Select Tuition, then FACTS', this will be offered in the drop down menu
- Select New User/Get Started
- Add each student's first name, last name, and the grade they will be entering
- September
- Next, select your Payment Plan

- Monthly Payment Plan (10 months, billed August to May or year round- 12 months, billed August to July)
- Select View Available Schedules
- Click the Select button for your Payment Method, click Next
 - Next you have the option of choosing the Peace of Mind Benefit; there is a one- time, annual fee of \$17 for this benefit. A further explanation of this benefit is provided for you at this point on the application
 - Select Available Payment Days
 - 5th day of each month OR the 20th of each month
 - Next select the Payment Method
 - Automatic Bank Payment
 - Credit Card Payment (American Express, Discover, MasterCard, or Visa and there will be a monthly 2.85% processing fee charged for credit cards)
 - A Future Payment Schedule will drop down so that you can see your payment schedule based on your choice of the 5th or the 20th of each month
 - Select Available Payment Days
 - 5th day of each month OR the 20th of each month
 - Next fill out the Responsible Party Name, Address, Phone Numbers, and Email.
You may also provide an Additional Authorized Party. **NOTE: Your email address is critical as you will be notified by FACTS before a payment is to be taken from your bank account or credit card. CCS will also be using email as a way to communicate with you about your billing.**
 - Next Create Your Online Account user name, password, and security questions
 - Next set up your Banking or Credit Card information
 - The last step will be to review all of the information you entered. You will be asked to review the FACTS Terms and Conditions and accept them
 - Once completed, CCS will be notified that you have registered and CCS will enter your tuition information and complete the FACTS registration process.

PLEASE BE AWARE OF THE FEES:

- Each family will be assessed an annual fee of \$45 for one student or multiple students within the same family. If you also choose Peace of Mind, then there will be an additional annual fee of \$17, making your annual fee \$62.

- If two parents are splitting the tuition, please notify the Business Manager, Vicki Bright. Each parent will have to register separately and each pay the \$45 FACTS processing fee.
- If you decide to use a credit card, you will be assessed a monthly credit card processing fee of 2.85%.
- If a payment is pulled on your payment date on either the 5th or the 20th and a credit card is declined, or if you are using a bank account and it has insufficient funds (NSF), FACTS will charge you a \$30 Returned Payment Fee.

The above fees are set by FACTS and are received by FACTS, not CCS. Again, it is critical that you give a valid email address during your registration so that you may be notified 10 days in advance of the payment being charged to your credit card or taken from your bank account.

Also, we will bill Preschool Daycare through FACTS. These fees will also be taken from your credit card or bank account on file with FACTS. These fees will be charged to your credit card or taken from your bank account on your next available tuition date of the 5th or the 20th. **Again, this makes it extremely important for us to have your current email address as you will be notified in advance by email when payments will be taken. CCS will also continue to mail home monthly statements as a courtesy so that you have an accurate account of your balance.**

You will continue to pay CCS directly by cash or check for Hot Lunch, Field Trips, Yearbook, and other school fees.

We offer a Full Annual Tuition Payment option; which is due by August 1st. We also offer a Semi-Annual Tuition Payment option. The first payment is due by August 1st and the second payment is due by December 1st.

Past Due Accounts

We feel confident that the improved flexibility of these payment options, made available to our families through FACTS, will aid in ensuring on-time payment of their tuition obligations. However, if a tuition account becomes more than 30 days delinquent, the student may not attend school until the account is paid in full or until the family meets with a school administrator or a member of the School Board's Finance Committee to agree upon a payment plan. If your account is not current, your child may not participate in our graduation ceremony. If you have any questions, please contact Vicki Bright at 714-998-4852, ext. 114.

3 School Policies & Procedures

Covenant Christian Preschool (CCS) and its representatives may modify this Handbook whenever circumstances covered in the handbook change, provided that any such modifications shall be in writing 30 days prior to implementing any change, and shall be signed and dated by parent and preschool.

3.1 Arrival & Departure

Arrival:

Upon arrival, sign-in with your full legal signature and time of arrival on your child's sign-in sheet. Be sure your child is left in the care of his/her program's teachers. Do not leave your child on the playground unattended or inside the classroom. Always check in with a CCS Preschool staff member. Unattended siblings must not be left unattended in vehicles at any time.

It is essential that all children be signed in on the sheet provided in the sign- in book each day of their attendance.

Full legal signatures are required, no initials.

- Only people 18 years of age or older will be permitted to bring your child to school.

Departure:

It is essential that all children be signed out on the sheet provided in the sign- in book each day of their attendance.

Full legal signatures are required, no initials.

- Only the people (18 years of age or older) listed on your child's emergency form will be permitted to remove your child from school. Any change(s) to the authorized list **must** be submitted in writing by the child's parent/legal guardian. **If an individual is not listed, your child will not be released to them.** Those picking up your child from school must bring current photo identification into the school with them. Your cooperation is appreciated in the support of this policy. The safety and security of your child are our primary concern.
- If joint custody is not your family arrangement, we must have a court order to restrain the other parent from picking up your child.

- When you greet your child upon your return, please encourage them to put away the activity they are working with. This will help your child return things to their appropriate place and will reinforce responsibility and independence.
- Check your child's cubby and file daily for any items that need to be taken home.

Note: Any personal items that are not marked and are left for an extended period of time will be put in our Lost & Found, which is periodically emptied and donated to local charities.

Children must be picked up at the end of their scheduled program. If late, parents are subject to late fees. (see section 2.3 - Late Fees) Continual lateness will result in dismissal from CCS. **NO CHILD IS ALLOWED AT PRESCHOOL AFTER 6:00PM.** If after 6:00pm the preschool is unable to get hold of someone to pick-up the child, the Orange Police Department will be contacted and the child will be placed in protective custody, as well as filing a report with the Department of Social Services. Please call the school office if there is an emergency.

3.2 Absences

Please call the Preschool office at 714-998-4852 Ext. 119 or email farsenault@covschool.org by 9:00am each day your child is going to be absent from school.

- It is our policy not to credit for absences or missed days due to family vacations or illness.

3.3 Accidents & Injuries

If your child receives a minor injury (scraped knee, paper cut, etc.) during our school day, treatment by the school staff is limited to :

- Ice Packs
- Washing injured area with soap and water
- Applying antiseptic to wounds
- Providing Band-Aids

After first aid is administered, an **Ouch Report** form will be completed for parents to read and sign. The copy is provided for your records.

If a more serious injury should occur, paramedics will be called and your child will be taken to a local hospital. You will be notified and will be met at the hospital by an authorized school representative.

Each child must have an Emergency Consent Form signed by the parent on file in the office. Your authorization for Covenant Christian Preschool to contact your family physician and take whatever emergency medical procedures are deemed necessary is part of this agreement.

3.4 Health/Medication

Children learn and enjoy their day much better when they are healthy and rested. For the well-being of all children, we limit our school attendance to well children only. In accordance with this, we conduct daily wellness checks upon the arrival to school of every child each day.

Health Policy

If your child has any of the following symptoms, we ask that they remain at home until symptoms cease completely, or we receive a written clearance from the child's physician.

The symptoms are:

- Fever of 100 degrees or more
- Cold/Flu symptoms
- Diarrhea/Vomiting
- Earache
- Sore throat
- Red and/or watery eyes
- Conjunctivitis
- Runny nose with thick or colored secretions
- Drowsiness or Dizziness
- Draining sores or Abscess
- Rash (until cause is diagnosed and determined by a physician that the rash is not contagious)

Teachers will use their discretion when sending a child home. We ask that each child be picked up from school within thirty minutes after being notified of the child's illness. All parents will need to make alternate arrangements for care in the event that their child becomes ill.

The health and wellness of our children and families are very important to us. Your records will be checked quarterly and you will be asked to update them when necessary.

Our health regulations for every child are as follows:

- "Pre-admission Health Evaluation" completed by a licensed physician.
- Immunizations are current

If your child contracts a communicable disease, for the health of all the children, it is imperative that the Director be notified immediately. Once we are notified, we will inform staff and parents of the illness by posting a brief description of the illness, symptoms and estimated date of possible exposure. All personal information, including names, will be excluded and kept confidential. The most common illnesses are:

*Chicken Pox *Strep Throat *Head Lice *Pinworm *Impetigo
*German Measles *Mumps *Whooping Cough *Pneumonia *Scabies
*Ringworm *Scarlet Fever *Pink Eye *Tuberculosis

A doctor's release will be required before returning to school. After an illness, your child should be without fever for 24 hours before returning to school. Check with your physician for specified recommendations.

A child who has had a virus with symptoms of vomiting/diarrhea should not return until symptoms have been gone for 24 hours. The director or teacher should clear all children who are returning to school after having a communicable disease before joining other children. If a child becomes ill during the day, he/she will be placed away from the other children and the parents will be contacted with the request to take the child home. Parents should exercise every precaution and keep their children home should other unusual symptoms occur.

When your child returns, he/she must be able to function in the normal classroom environment.

Please notify the teacher in writing about any allergies.

Immunizations

All immunizations must be complete and up to date before entering preschool. Children two years of age and older must have 3 polio, 4 DtaP doses and a 3 dose series of Hepatitis B. Children need 1MMR (measles, mumps, rubella) on or after the first birthday, 1 Hib given on or after the first birthday, regardless of any doses given before the first birthday, and 1 Varicella (chickenpox).

Medications

To keep in compliance with state licensing regulations, the procedures for dispensing medications are as follows:

1. All prescription and nonprescription medications need to be in their original containers with an unaltered label.
2. All prescription and nonprescription medications shall be administered only with the written approval and instructions from the child's parent and in accordance with label directions as prescribed by the child's physician. If the medication has pharmacist's instructions as given by the doctor, a note from the doctor is not necessary.
 - a. To dispense nonprescription medications, we need a consent note from your child's physician for your child's file noting times to be given, dosage and any pertinent instructions.
3. All prescription and nonprescription medications shall be maintained with the child's name and dated in the preschool office. **Children are not permitted to keep medication in their possession (lunch box, cubby, pocket, etc.)**
4. Forms to dispense medications must be filled out by the parent. Forms are available in the Director's office and/or classrooms.

3.5 Hours of Operation

Preschool and Office Hours: Monday through Friday from 7:00am to 6:00pm

3.6 Schedule Change

The ability to change your child's schedule will depend upon space availability at the time of your request. Every effort will be made to meet your scheduling needs. To request a schedule change, you must complete a Schedule Change Request form. Any increase/decrease in your monthly tuition will accordingly be reflected on your Statement of Account.

3.7 Behavior

We are interested in working with our parents in fostering self-discipline in our students. We want to help our children control their own behavior. Our preschool is child-centered, which means that it is set up with the child's interests and abilities in mind. This eliminates some of the frustrations of living in an adult world. Another way we eliminate frustration and boredom (which generates outbreaks of discipline problems) is by keeping the children active and busy.

There are two main rules that the children must follow at Covenant Christian Preschool. The children may not hurt another child or animal; and they may not destroy property. We continually try to help the children handle their differences by talking it over. They often need help in expressing their wants and needs, and our staff is aware of, and is trained in, methods to help them communicate those needs. We try to reinforce positive behavior by honest praise, encouragement and by "catching them being good".

Reasons for dismissal from CCS are:

- **Verbal or physical abuse by your child to other children or to staff.** A child's language or behavior which is hurtful to other children or staff, such as profanity, using sexual language, humiliating, throwing rocks, furniture, toys, etc. is inappropriate and unacceptable. If your child should display such behavior, the staff member witnessing such activity will complete an Incident Report. The Director will review the report with you to identify possible solutions. If the behavior continues, your child will be dismissed from the school.
- **If your child bites another child.** Although recognized as a developmental stage, biting is very serious and is unacceptable. If your child bites, we will work with you to develop a plan to try to correct the behavior. However, we may ask you to temporarily withdraw your child if the biting is aggressive i.e., breaks the skin, or if the biting does not lessen within a reasonable period of time. If biting continues upon your child's return, your child will be dismissed from the school until he/she is older and is better able to function in a group setting.
- **Non-compliance with immunization and exclusion due to illness.** The health and safety of ALL children in our program is a primary concern.
- **Failure to pay your child's tuition in full and on time.**

3.8 Snack

CCS strives to serve only healthy snacks. Each snack shall include at least one serving from each of two or more of the five major food groups: meat, milk & dairy, fruit, vegetable, bread & cereal. Written snack information is posted in each classroom and in Director's office.

3.9 Birthdays

A birthday is a very important day for a young child. We celebrate at school by singing "Happy Birthday" and making a birthday crown for the birthday child.

Parents may provide a healthy snack at snack time to celebrate your child's special day. If sweet treats are a must then we prefer mini cupcakes, cookies or brownie bites. Sheet cakes and full size cup cakes are not acceptable. Please no chocolate or high sugar content items. We ask that you not bring a complete party. No hats, balloons, favors or other toys or food. **Please speak to your child's teacher several days prior to the birthday to make arrangements. Due to the fact that several of our children have food allergies we ask that you check with your child's teacher in advance before bringing in a treat.**

If your child is celebrating with a birthday party outside of school, and children from school are involved, please **do not** distribute the invitations at school. Rather, mail the invitations to the child's home. The school directory is provided for this purpose. It is very difficult for a child to be excluded, especially in front of other children.

3.10 Chapel

We take every opportunity to bring Christ's love into everything we teach. Therefore, each week the curriculum includes a Bible emphasis. In addition, the preschool will attend an all-preschool chapel once a month.

3.11 Clothing

- We require that children arrive at school wearing comfortable, washable clothes suitable for active and messy play. Your child should feel free to become involved in any activity within their environment without having to worry about their clothing. We are not responsible for stained or damaged clothing.
- For safety reasons:
 1. Children must wear shoes and socks. Shoes should be sturdy and safe for climbing, running and skipping. Tennis shoes can be great for flexibility. **Open toed sandals, cowboy boots, and flip-flops are not permitted for wear on the playground.**
 - It is also necessary to have an extra set of clothing (seasonally appropriate) in a one-gallon zip lock bag in your child's cubby to be used in case of accidents or spills. Please be sure to re-stock after any clothing has been taken home.
 - Please label all personal items with your child's name (extra clothing, blankets, lunchboxes, etc.). We cannot be responsible for any lost items.

- Do not send children in clothing that express war or violent characters of questionable ethics and morals.

Lost and Found

It is strongly urged that parents mark all children's clothing and property with the child's name. Articles found will be placed in the "Lost and Found" basket located outside the gym.

3.12 Nap/Quiet time

State Licensing requires that Nap/Quiet time must be provided for all students that attend a part day or full day schedule.

3.13 Communication

We recognize that communication between the school and home is essential. To that end we publish our annual calendar at the beginning of the school year, along with monthly newsletters and special event flyers. Monthly activity plans are posted in each classroom. These plans outline the daily activities of your child's classroom. We will also send out emails to notify you of any upcoming events.

Please check the bulletin boards regularly for news, calendar items, notices, sign-ups, etc. You may also receive emails from the Director and or Teacher. Email address are kept personal and private and are not intended for personal use.

We welcome your questions and comments about your child's program and appreciate your sharing with us any insight into your child's life that could influence his or her time with us.

School Directory

School directories are available upon request. This directory is not for business use. It is not the desire of our families to be approached for promotional or sales presentations through the use of this directory.

3.14 Disaster Preparedness

CCS wishes to do all that can be done towards the safety of students in the event of a disaster during the school day. For this reason, frequent drills are conducted throughout the school year. In the event of a disaster, please remain

calm and be assured that our teachers will care for your child(ren) in your absence.

In the case of fire in the school:

1. All children will be evacuated to the field or front of school.
2. No child will be allowed to return to any classroom until it has been cleared by the proper authorities.
3. In the event of a severe fire, parents will be notified to pick up their children.

In the event of a severe earthquake:

1. Children will be instructed to drop to their knees, get under table or desk, and cover their heads until the quaking stops.
2. Once the movement has stopped, children will be evacuated to the field or front of school.
3. In the event that the buildings are not safe, the children will remain outside under the supervision of a teacher.
4. Children will be released to parents or other authorized persons only.

Our staff undergoes disaster training and simulation along with our regular fire and emergency training. The school has emergency & disaster supplies on site for each child enrolled.

In the event of an emergency or natural disaster, all children will be kept at the school facility until picked up by an authorized person as indicated on their Identification and Emergency Authorization form.

Should it be necessary to evacuate children from the school facility, the location of the emergency shelter will be posted on front office door (St. Norbert's is our designated shelter unless unavailable). Every effort will be made to notify parents in the event of an evacuation.

3.15 Parent Involvement

CCS has an open door policy. We encourage your family to visit our facility. It is our hope that all parents will become involved through the following activities:

- Pray regularly and fervently for the children, faculty and administration.
- Cooperate fully with the educational functions of the school.
- Attend meetings and parent functions regularly.
- Pay financial obligations on time.

- Support the school with gifts in addition to tuition and fees.
- Undertake volunteer duties.
- Recommend the school to other families as opportunities arise.
- If you become dissatisfied with the school in any way, seek to resolve the issue.
- Cooperate fully with school policies and disciplinary actions.
- Assume responsibility for good attendance and arriving at school on time.

Parents can help their child succeed in school in the following ways:

- Send your child to school in a good frame of mind.
- Praise your child often for his/her efforts.
- Support the teacher and the school. If you have a complaint, speak with the teacher, but not in front of your child.
- Take what you hear with a grain of salt. Investigate on your own.... Ask questions.
- Have books around your house and have a regular reading time.
- Show real interest in school. Attend meetings and class functions whenever possible.

3.16 Staff

At CCS, we believe that teachers, who demonstrate a strong Christian walk, are filled with the Holy Spirit, have balance, and a positive attitude, are best suited to teach children. All members of our staff have accepted Jesus Christ as their personal Savior, and believe that they have been called by God to work with children.

3.17 Reporting Child Abuse/Neglect

Penal Code, 11166, requires that all members of childcare institutions report any observed or suspected instances of child abuse or neglect, by telephone and in writing, to the appropriate public authorities. Covenant Christian Preschool is, therefore, mandated to report to the State any suspected cases of child abuse and/or neglect. Any person employed at CCS, prior to commencing his/her employment, must sign a statement in acknowledgment of these requirements.

3.18 Photographs and publicity

Photographs of the children participating in our program may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photographs, including your child, be used without compensation, is part of this agreement.

3.19 Withdrawals/Dismissals

Withdrawal:

- We require that you submit a completed **Notice to Withdraw** form to the Director two weeks prior to your child's last day.

Dismissal:

CCS desires to meet the needs of each child enrolled. However, in some situations, the school may find the need to place limitations on the time, energy and attention any one child requires. When the progress of the other students in the classroom or school is hindered, dismissal may be necessary. Therefore, if, after following procedures set forth in Section 3.7-Behavior, it is determined that the preschool program does not meet the needs of your child, you will be released from your contract with CCS.

Dismissal may occur for any of these following reasons:

- The child's consistent disregard of staff, other children and/or school property.
- The child's family's disregard of staff, other children and/or school property.
- Non-compliance with Immunizations.
- Illness
- Consistent disregard of the school's closing time.
- Delinquent tuition/fee payment.

Thank you for partnering with us to educate your child and share the love of Christ with them.

"Therefore encourage one another and build each other up, just as in fact you are doing" (1 Thessalonians 5:11 NIV)