

Calvary Christian Preschool & Early Childhood Center (ECC)

A ministry of Calvary Baptist Church

MISSION STATEMENT

The mission of Calvary Christian School of Excellence and the Early Childhood Center is to promote a close relationship with Jesus Christ for a lifetime of Godly influence and to prepare each student with a solid foundation of academic excellence.

PHILOSOPHY

ECC recognizes that the first classroom is the family home. The family is the basic training ground for the education and development of the child. ECC believes that the home and the school, as they work together in God's design, are a solid working foundation for the teaching, developing, and maturing of each child.

The parents have primary responsibility for their child's education; therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.

ECC believes in:

1. Spiritual Salvation, Growth, and Development

- To lead each child to a personal acceptance of Jesus Christ as Savior
- To develop a well-balanced and Christ-like character
- To awaken the realization that God has a purpose for each life
- To develop, from Scripture, the ability to find help independently
- To give knowledge, love, and understanding of the Bible
- To instill a sense of responsibility for the lost that will lead to Biblical witnessing

"For all have sinned and fall short of the glory of God." Romans 3:23

We believe the only hope of salvation is through the sacrifice of Jesus Christ on the cross at Calvary – as indicated in the following scriptures:

"For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

"But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us." Romans 5:8

"Therefore, having been justified by faith, we have peace with God through our Lord Jesus Christ." Romans 5:1

"For by grace you have been saved through faith and that not of yourselves; it is the gift of God, not of works, lest anyone should boast." Ephesians 2:8-9

2. Christ-centered Academic Development

- To offer a high standard of Christ-centered academics
- To encourage the student to think clearly, logically, and independently
- To equip the student for his life's ministry
- To stress wisdom, understanding, discernment, and knowledge of the Word of God

"And Jesus increased in wisdom and stature and in favor with God and men." Luke 2:52

3. Social Development

- To build Christian character into the life of the student
- To live uprightly with his fellow man
- To build a Christ-controlled personality
- To practice good citizenship
- To respect authority

"Be strong in the Lord and in the power of His might." Ephesians 6:10

4. Physical Development

- To develop a respect for the body as the temple of the Holy Spirit
- To teach intelligent care of the body
- To participate in wholesome forms of recreation
- To teach Biblical purity

"Do you not know that you are the temple of God and that the Spirit of God dwells in you?" I Corinthians 3:16

HISTORY OF CALVARY CHRISTIAN SCHOOL

The congregation of Calvary Baptist Church had a vision of having a Christian day school long before they began one. In 1962, the present site of the church was chosen because it would be a good place for a church and a school.

In the fall of 1975, Calvary Christian School began classes with 35 students in Junior and Senior Kindergarten. Each succeeding fall, the school added a grade until it reached the sixth grade in the fall of 1981. Enrollment in the early 1980s had grown to about 240 students.

The first teachers developed their own curriculum. On April 27, 1978, the school board approved the use of the A Beka Science curriculum. Calvary Christian School became accredited by the Texas Education Agency in 1982 and became a charter member of ACTABS in 1986.

In the spring of 1990, Calvary Baptist Church voted to open a seventh grade in September 1990, and eighth grade was opened in the fall of 1991. Currently, over 300 students attend Calvary.

Calvary Christian Preschool and Early Childhood Center (ECC) is proud to provide quality, Christ-centered education to Harlingen and the surrounding areas.

Letter from Our Pastor

Dear Parents,

We are very grateful for the opportunity you have given us to educate your child! At Calvary Christian School we are committed to providing our students with a well-rounded education that will prepare them for the rest of their lives. The foundation for the education your child will receive at CCS is the Lord Jesus Christ! Proverbs 1:7a states "The fear of the Lord is the beginning of knowledge"; therefore, we believe that a person cannot know what they need to know, or who they really are, apart from knowing Jesus Christ. Consequently, our faith in Jesus is manifested in each and every aspect of Calvary Christian School. This is the same faith which we desire to teach your children, so that they may know Jesus also!

Calvary Christian School is a ministry of Calvary Baptist Church, and it is a ministry that we proudly support! We at Calvary Baptist would like to extend an invitation to those of you who do not currently have a church home. We would love to have you visit our church services where we give glory and praise to our Lord Jesus Christ every week! Feel free to visit with me and share your thoughts and suggestions, so that we can continue to work together to see Jesus Christ glorified at CCS!

In Christ,

Brandon Helm
Senior Pastor
Calvary Baptist Church

Letter from our Director

Dear Parents,

On behalf of the staff of Calvary Christian Preschool and Early Childhood Center, I welcome you to the 2017-2018 school year. I am excited and looking forward to the new school year. Every year brings with it new challenges and new accomplishments for our students, teachers and staff.

We, at ECC, are a tight-knit family and depend solely on our Lord Jesus Christ who strengthens us daily. The preschool years of a child are very important, and we teach our students to trust in Jesus Christ with whatever they may encounter.

The purpose of our handbook is to provide parents with complete information that will help you in understanding the policies and procedures of ECC. We want parents to be an important part of ECC, so we ask that parents become familiar with the information in this handbook.

If you have any questions, please feel free to contact me at (956) 425-1425. I will do my best, with the Lord's help, to serve the families here at Calvary Christian Preschool and Early Childhood Center.

Serving Christ,

Mrs. Diana Campbell
ECC Director

ADMISSION REQUIREMENTS

Calvary Christian School does not discriminate on the basis of race, sex, color, national or ethnic origin in administration of educational policies and programs.

The ECC Director reserves the right to deny admission based on the admission policies that have been adopted by the school board. Families do not have to be affiliated with Calvary Baptist Church to be considered for admission.

The age requirements for admission are as follows:

2 year Preschool	2 yrs. by Sept. 1*
3 year Preschool	3 yrs. by Sept. 1*
4 year Preschool	4 yrs. by Sept. 1*

**Unless otherwise approved by the ECC Director.*

Before applications can be approved, parents, guardian(s), or the custodial parent must sign all papers and agreements. It is the parent's responsibility to keep contact information up-to-date in the ECC office. Having current phone numbers on file is very important. The registration fee must accompany the application. The registration fee will be refunded if the child is not accepted for admission.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only forms issued by the Texas Department of Health, Immunization Division, can be honored by the ECC. Proof of immunization may be personal records from a licensed physician or from a public health clinic with a signature or rubber-stamped validation.

If a student should not be immunized for medical reasons, the parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a family member. This certificate must be renewed yearly unless the physician specifies a life-long condition.

- For students in the ECC program, a copy of the student's birth certificate is required.
- A health statement, SIGNED BY A PHYSICIAN, must be included for all new students in the registration packet.
- All parents of 4 year old Preschool students must sign the internet acceptable use policy agreement.
- Parents must complete and sign the school insurance request/denial form.

Tuition and other fees must be paid.

ECC is not equipped to teach children with any of the following conditions:

- Mental or Physical Disabilities
- Emotional Disturbances
- Incurable Behavior
- Learning Disabilities

If a problem in any one of these areas develops, the school reserves the right to drop the student from the roll.

FINANCIAL INFORMATION

Registration Fees

Every student must pay a NONREFUNDABLE registration fee. It must accompany a student's application for admission. Existing student accounts **must** be current in order to register. Extended childcare services needed during the school year must complete an *Extended Care Request* form at the beginning of each school year and updated as necessary when changes are needed.

Tuition and Fees

The Calvary Christian School Board calculates tuition and fee rates based upon the current and projected enrollment and operating costs for the school year. Tuition is the means by which CCS and the Early Childhood Center meet their financial obligations incurred during the year.

- Tuition/Daycare payments are due on the first day of each month (Aug.-May) and are considered late after the 16th. A \$25.00 per month late fee is charged to accounts not paid by the 16th of each month.
- Summer Daycare rates begin the last week of May, through the second week of August. Summer fees and policies are detailed on the Summer fee sheet.
- Monthly tuition or daycare payments may be made by cash, check, automatic bank draft*, credit or debit card (Discover, MasterCard, VISA, and American Express). A 3% fee is charged on each credit/debit card transaction. Credit card payments must be made in the CCS Financial Office. There are drop boxes for check payments located in the ECC office as well as the school office. Cash payments will receive a receipt. **You must set up bank drafts directly with your banking institution.*
- At 45 days when a tuition payment is past due, the parent will be notified with an official written notice sent by mail and also email. This will outline past due amounts, including a second late payment charge of \$25.00 per student, with instructions to contact the financial office of CCS immediately. This notice will also inform the parents of the following:
 - When tuition is 45 days past due, Edline access, progress reports, report cards and additional billable services (i.e. borrowing of lunch tickets, day care, study hall) will not be provided until balance has been paid.
 - If parents do not meet with the financial office or become current on their past due tuition within the next 15 days (which will be 60 days past due) at this time CCS will regretfully be forced to notify the parents that their child(ren) will not be allowed to return to Calvary Christian School.
 - When the student has been removed from the school, the account will be turned over to the CCS School Board President who will become the official contact for the account.
 - The monthly tuition must be paid even if a child does NOT attend that month.
 - A \$35 fee will be charged for all returned checks. . Checks will automatically be re-presented to our banking institution as allowed by the returned item policy.
 - Students enrolling on or after the 16th of any month will pay half of the tuition for that month. No refunds will be made for early withdrawal.
 - A 5% discount will be applied to the annual tuition amount paid in full by cash or check on or before the first day of school. A 2% discount will be applied to the annual tuition amount paid in full by credit card (Discover, MasterCard, VISA, American

Express) on or before the first day of school. In case of early withdrawal, discount will be lost; any excess tuition will be refunded.

Daycare Drop-Ins:

The fee for drop-ins will be \$10 per hour and must be approved by ECC director.

Daycare Late Pick-Up Charges: (beginning at 5:31pm)

5:31 pm — 5:45 pm\$10.00

5:45 pm — 6:00 pm.....\$10.00 + \$1.00/minute late

(Example: If a child is picked up at 5:50 the fee would be \$15. (\$10 + \$5))

After 6:00 pm.....\$50.00

Miscellaneous Fees

Miscellaneous fees (field trips, special chapel, classroom parties, art fees, etc.) are intended to pay for special events and activities, in which students participate, that are not covered by tuition.

Payment Information

Parents may sign up to receive monthly email statements reflecting their current balance. Parents may also request for a secure credit card link to be emailed automatically to them on a monthly basis. Tax statements are printed upon request (forms available in the ECC office).

GENERAL INFORMATION & PROCEDURES

Asbestos Policy

ECC is maintaining compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child’s school, a copy of the plan is available in the Calvary Christian School Principal’s office.

Animals

Animals will not be allowed at the childcare center. Although it is fun to show classmates a new pet, health precautions must be considered. Animals may not be brought in for any reason.

Chapel

Chapel services are held each Wednesday at 9:15 am. Parents and friends are welcome and encouraged to attend. Special chapel services presented by preschool and elementary classes are conducted periodically throughout the year. Parents will be notified of special chapel dates and times.

Class Placement Policy

The Class Placement Committee, made up of the ECC Director and faculty, will place students in classes. Students will be placed to ensure an equal boy to girl ratio. Requests will be taken on the form provided by the ECC office. Request forms will not be given until a completed school registration packet is returned with a registration fee. **REQUESTS ARE NOT A GUARANTEE.** The Class Placement Committee reserves the right for final class placement. A student registering after the class rosters have been determined during the summer will be placed in a class by the ECC Director as follows:

*Smallest class

*Ratio of boys to girls

MAXIMUM CLASSROOM ENROLLMENT:

Infant Room	9 infants: 2 caregivers
Toddler Room	12 toddlers: 2 caregivers
2 year olds	11 students
3 year olds	15 students
4 year olds	16 students

Classroom Visits

Parents will have opportunities to visit the classrooms. A parent orientation is held a few days before school begins, and an open house is held in the spring. Parents are encouraged to visit during these times. Parents wishing to visit the classroom at other times must make their request known to the ECC Director. The visit will be allowed only at the convenience of the teacher. Visits of this nature are distracting to the teacher and to the students. The teaching/learning atmosphere must be maintained at the highest level possible.

Clothing

Parents must label all clothing that the child may remove during the day. Children should wear clothing that is comfortable and suitable. Clothing that is difficult for a child to manage should be avoided. **TENNIS SHOES ARE STRONGLY RECOMMENDED.** Young children learning to walk need supportive shoes, and children walking need to protect their toes and ankles when climbing on the playground equipment. Dress shoes and boots slip on the playground equipment and do not give children the support needed. An extra change of clothes is required in case of accidents. Place clothes in a plastic bag marked with the child's name.

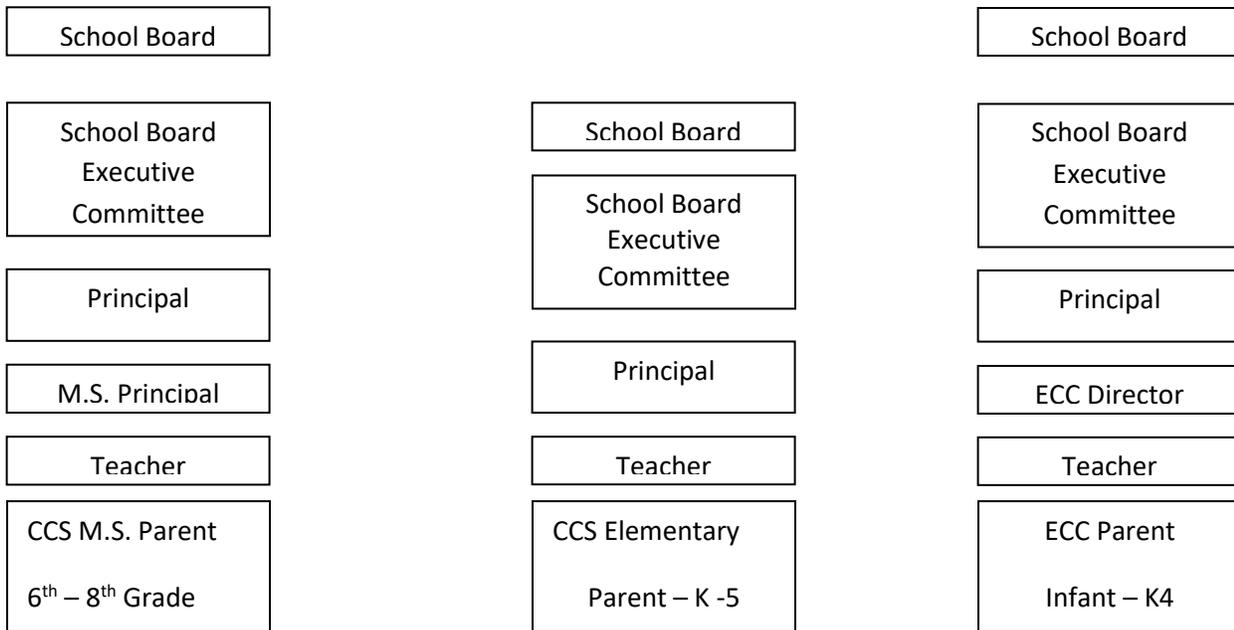
Complaint Procedures

The steps for handling a complaint:

1. The parent, with a spirit of reconciliation, meets privately with the teacher to seek a resolution.
2. If reconciliation has not been achieved, the parent, teacher, and the director meet with a spirit of reconciliation to seek a resolution.
3. If reconciliation has not been achieved, parent, teacher, the director and the principal will meet with a spirit of reconciliation to seek a resolution.
4. If reconciliation has not been achieved, the problem will be turned over to the Executive Committee of the School Board. This committee will call upon the parties involved as necessary. Reconciliation will be sought.
5. The problem, if not reconciled, will then be presented to the entire School Board. The Board will seek to bring about reconciliation. All complaints to the School Board will be presented in written form.

- **EXPRESS IT ONLY TO THE INDIVIDUAL INVOLVED**
Solve each complaint with the persons directly involved at the lowest level possible.
- **EXPRESS IT CLEARLY AND IN LOVE**
- **DON'T SHARE A BAD REPORT**

Parents who refuse to follow these complaint procedures will be called for a conference with the ECC Director. Should problems continue following the called conference, the matter will be brought to the attention of the School Board. If the parent fails to cooperate with the Principal, the lack of cooperation may lead to the dismissal of the student by the School Board based upon the recommendation of the ECC Director and CCS Principal.



Conferences

Parents wishing to have a special conference with the teacher or ECC Director must make arrangements ahead of time by calling the ECC office to schedule an appointment. Parents coming to the school before 8:15 a.m. or after 12:00 p.m. for a conference or meeting are asked to make arrangements for their children. If children must be brought to the ECC campus, they will need to go to the Extended Daycare and a fee will be charged. We cannot allow children to be unattended at any time on our campus.

Discipline and Guidance Practices

The ECC staff will follow discipline and guidance practices stated in the Minimum Standard Rules for Child-Care Centers:

1. Individualized and consistent for each child.
2. Appropriate to the child’s level of understanding.
3. Directed toward teaching the child acceptable behavior and self-esteem.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive and appropriate discipline for the child’s age and development. Redirection is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child. **The following types of discipline and guidance are prohibited:**

1. Corporal punishment or threats of corporal punishment.

2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet, with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Disasters

In case of a hurricane or any natural disaster, our school will operate on the same schedule as the Harlingen Consolidated Independent School District. Parents need to follow instructions on television and radio that pertain to the Harlingen school district. Fire drills are conducted every month. Other drills are performed occasionally, including lock down drills.

Dismissal

Children may be dismissed for:

1. Biting or physically hurting another child continuously.
2. Having continuous discipline problems that are not corrected.
3. Caring for children requires a harmonious relationship between the employees of ECC and the parents of our children. When there fails to be a harmonious relationship, children will be dismissed from ECC.
4. Parents failing to pay the fees.

Distribution of Materials

Any outside information must be approved by the ECC Director before distribution.

Drop off/Release

Parents or authorized persons are required to deliver children to a staff member in ECC classroom. The parent or authorized persons must come to the ECC to receive the child in the evening for checkout. Once a child is released to the parent or authorized person the child is then the sole responsibility of the parent or authorized person. If the child becomes unruly, uncontrollable, or runs from the parent or authorized person, the child is no longer the responsibility of the ECC Staff, or its agents and shall be considered under the parents' responsibility. Calvary Baptist Church, Calvary Christian School or Calvary Christian Preschool & Early Childhood Center (ECC) staff cannot be held responsible if harm or injury occurs to the child. ECC must ensure that a child is released only to a parent or a person designated by the parent. If a parent calls to authorize the emergency release of a child, the ECC will verify that the caller is actually the parent. The center must have and follow a plan to verify the identity of a person authorized to pick up a child when the person is unknown to the staff.

***For example:** View the picture of the person's driver's license or DPS identification card and record the person's name and card number. The center keeps this identifying information for 24 hours.*

Emergency Evacuations

In the event ECC would have to evacuate the premises, the children would go to First Church of the Nazarene, 2001 N. 7th Street, 423-0422. All parents would be notified to pick up

children at that location. The ECC Director and staff will notify parents by phone if there is an emergency. All other notifications will be sent home with the child in writing.

Field Trips (Preschool)

Occasionally, ECC will take part in scheduled field trips. Parents will be notified in advance and will be asked to sign a permission slip allowing the student to go on the trip. Children without permission slips will not participate. If a parent would like to transport students, the parent must have a volunteer form filled out with a current driver's license and proof of insurance on file in the ECC office. The ECC will run a background check. Field trip drivers may not bring extra children on field trips. Children under the age of 8 are required to be in car seats. The student may bring one from home. The ECC has a limited number of car seats to loan.

Field Trips (Summer/Holiday Daycare)

Field trips are scheduled occasionally during the school year and regularly during the summer months. Information will be posted and a special permission form will be required for field trips. Additional staff will be available for field trips when necessary. Students are required to wear an ECC identifying shirt. The Calvary Baptist Church van will be used to take children to and from field trips. Appropriate child/staff ratio will be enforced. Transportation is only used to and from field trips.

Gang Free Zone

Any area within 1000 feet of a child care center is considered to be a gang free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

Head Lice

Whenever a case of head lice is discovered, the infected child is immediately removed from the classroom. All other students in that classroom are checked and also the infected student's siblings. Parents of the infected child are contacted and a notice is sent home with all other students alerting parents that a case of lice has been discovered. A child may return to school only after being treated with the special shampoo from the Health Department or local pharmacy. The Health Department is also able to instruct on how to rid a home and car of lice to avoid re-infestation. To return to school, the student must be lice free and must be accompanied by a parent to the school nurse's office to be cleared before returning to the classroom.

Health Screenings

If your child is four by September 1 of the current school year, he/she will be administered both a vision and hearing screening. Parents will be notified of any problems.

Hours/Holidays

ECC offers care to infants (6 weeks old) through 4 years old, Monday through Friday, between the hours of 7:15 a.m. and 5:30 p.m. Any child remaining in the Center after closing time will be charged a late fee. Calvary ECC will be closed for the following holidays:

1. New Year's Day – If this falls on a Saturday or Sunday, the center will be closed on Monday.
2. Good Friday
3. Labor Day
4. Christmas Eve and Christmas Day – If this falls on a Saturday or Sunday, the center will be closed on Monday.
5. July 4th – If this falls on a Saturday or Sunday, the center will be closed on Monday.
6. Memorial Day
7. Thanksgiving Day and the Friday following.
8. Early Release Days (4:30 pm): Thanksgiving Eve, New Year's Eve

During in-service, spring break and other holidays, our center will operate on a regular schedule. Additional fees are required except for toddlers and infants.

Inappropriate Language

Absolutely no swearing or foul language will be tolerated.

Insurance

Calvary Christian Preschool and Early Childhood Center does not carry medical insurance for students. The school does offer voluntary student accident insurance. Parents are given the opportunity to request student accident insurance applications from the school office. Calvary Christian Preschool and Early Child Center cannot be responsible for injuries incurred on school property or during school-related functions.

Library

Preschool classes of 3 year olds and 4 year olds visit the library once a week for story time.

Loading/ Unloading

- 2, 3, and 4 year olds will be picked up by the covered area on Williamson Street
- In case of inclement weather, preschool students may be picked up underneath the canopy by the school office.
- Preschool and daycare may be dropped off in front of the church and be escorted by CCS staff on duty or an assigned middle school student. Parents may park in the back parking lot on Williamson Street and walk students to class.

Lost and Found

The school maintains a lost and found area. Every student should check periodically to retrieve lost clothing, lunchboxes, etc. Items not claimed may be donated to a local charity. *Labeling clothing and supplies with the child's name will help facilitate the return of items.*

Lunch/Snack Program

Preschool classes have snack leaders who provide snacks during preschool hours. Parents must check with the teacher about food allergies in the classroom when providing snacks. Parents may bring a special snack on a child's birthday. Children are not allowed to bring candy or gum. ECC provides mid-afternoon snacks for the children of preschool age. Infants and toddlers must bring their own morning and afternoon snacks.

Each student staying for daycare will need to bring a lunch or purchase a lunch ticket in the ECC office. Checks must be made payable to CCS and not be included with tuition payments. If a student forgets to bring lunch, the student may borrow a ticket from the teacher. Tickets should be repaid promptly.

Many students have food restrictions, some with the potential for serious medical repercussions. Food should not be shared. If a child is allergic to milk or any food ECC must have a signed statement from the doctor.

Medication and Illness

Childhood diseases are unavoidable in a school. If parents will report promptly any illness/exposure a child has had, it will help keep illnesses to a minimum. If a child should

become ill during the day the child will be isolated and a parent notified. If a child is sick, the parents must keep the child at home. **A child should be free of fever for 24 hours without the aid of any medication before coming back to the ECC.**

Children with fever of 100.4 or higher and other symptoms of a contagious disease will not be allowed to stay at the ECC. Parents will be called and the child **MUST BE PICKED UP** as soon as possible. This is for the protection of **ALL** children. An illness and incident report will be completed when such a situation occurs. Both the ECC Director and parent will sign it recognizing the child has a fever. Parents will be notified in writing of any contagious diseases occurring on campus.

The ECC staff will administer medication to children under the following State Law Standards:

1. Prescription medication must be in the original container labeled with the child's name, date, directions, and the physician's name.
2. ECC staff can administer the medication as stated on the label directions.
3. ECC staff cannot administer medication after the expiration date.
4. ECC staff will not administer non-prescription medication, unless a doctor's note has been turned in for the child stating amount to be given and frequency.
5. ECC staff must document each dose of medication administered showing the child's name; the name of the medicine; date, time, and amount administered and the name of the staff administering the medicine. The record must be kept for two weeks.
6. Parents must fill out and sign a medication form on all medications. This form will be good through Friday of that week. A new form must be filled out if the child is still on the same medication the next week.

Medical Emergencies

In the event of a medical emergency the ECC staff will contact emergency medical services (911), give the child first-aid treatment or CPR when needed, and contact the child's parent.

Naps

There will be an age appropriate rest time provided after lunch for those students staying for daycare. Each child is responsible for bringing a sleeping mat and blanket.

Parents and Teachers For Awareness (PTFA)

PTFA holds various fundraisers throughout the year to raise money for school improvements and teachers' needs. Parents are encouraged to participate in these activities. There is an annual membership fee per family for those who choose to join.

Parent Participation

Parents are welcome to be involved in special activities at the ECC, i.e., birthday parties. It is the responsibility of the **staff** to handle discipline and guidance. If a parent has a concern, the parent should address the staff and not the child.

Pest Control

Once a month a pest control company sprays the center. If a child has any sensitivity to certain chemicals used for pest control, parents need to advise the ECC Director.

Potty Training

All students entering the 3 year old program MUST be potty trained before attending school.

Room Mother/Father and Parties

Each class needs a room mother/father. This parent will help with parties, field trips, and other events. There will be parties for Christmas, Valentine's Day, Easter, and at the end of the school year. Others may be announced. ECC does not celebrate Halloween. No Halloween clothing or costumes may be worn. Please do not send any type of Halloween treats.

Telephone/Cell Phones

A student may not receive/make telephone calls in the office during school hours unless it is an emergency. Parents may leave messages for a child(ren). The school staff reserves the right to decide whether the matter is important enough for the student to make a telephone call. A CCS/ECC student may carry a cell phone on campus. The phone MUST remain in the off position from 7:15 a.m. to 5:30 p.m. (daycare). A student who violates this policy will have his phone confiscated, turned in to the ECC office and returned only to a parent. Student may lose the privilege of carrying a phone.

Toys

ECC is not responsible for lost, missing, or broken toys brought from home. ECC has a large range of age appropriate toys to play and learn with at the center. Toys brought from home will be put in the child's cubby or, if need be, placed in the ECC Director's office.

Visitors

The ECC has an open door policy. Parents may visit the ECC any time during the day, but for safety reasons parents are asked to stop by the ECC office before going to the classroom at times other than "drop off" or "pick up". Caregivers will answer any questions you have, **but** the care of the children is of utmost importance. If you need to speak to your child's teacher at length, please make an appointment to do so. If a parent's visitation becomes disruptive to the activities of the classroom or center, the parent will be asked to come back at a better time. All visitors must check in with the ECC office and will be issued a visitor's pass to wear while on campus.

Withdrawal of Student

Parents wishing to withdraw a child(ren) must follow the appropriate withdrawal procedures:

- A request to withdraw must be presented to the ECC Director. A teacher is not allowed to withdraw a student. ECC requests a week notice when a parent is withdrawing a child.
- A closing statement will be given to the parent. All fees must be collected prior to the withdrawal date.

ACADEMICS

Annual Training of Caregivers

All ECC staff is required to take annual training focusing on prevention, recognition, and reporting of child abuse and neglect, including: factors indicating a child is at risk for abuse or neglect; warning signs indicating a child may be a victim of abuse or neglect; internal procedures for reporting child abuse or neglect; and community organizations that have training programs available to childcare center staff member, children, and parents.

Curriculum

Calvary Early Childhood Center uses a treasury of textbooks and teaching materials that reflect the very best in scholarship, design, practicality, and spiritual fidelity. ECC provides a scriptural foundation for academic excellence and good character training. Students in the 2 year – 4 year old program use the A Beka curriculum. All 2 – 4 year old students will participate in PE classes daily. Music and library are also part of the weekly curriculum. Students in the 4 year old classes will attend computer classes weekly.

Summer Program

Summer fees and activity notices will be made available to parents in May.

Water Activities

Occasionally during the summer program, children will be given the opportunity to be involved in a “water day”. Small wading pools, no more than two feet deep, water slides, (for ages 5-12) and sprinklers will be used. Parent permission must be given in advance in order for children to participate in “water day”. The childcare enrollment form has a section concerning water activities.

Calvary Christian Preschool and the ECC reserve the right to change any of the rules and regulations at any time, including those relating to admission, instruction, policy, and calendar events. Policy changes will be available in writing to the parents. If a parent has a question or concern about any policies and/or procedures, call the ECC office.