



**Student/Parent Handbook  
2023-2024**

503 S. High St.  
Bloomington, IN 47401  
812-332-0502

[www.cccbloomington.org/preschool/](http://www.cccbloomington.org/preschool/)  
[preschool@ccpbloomington.org](mailto:preschool@ccpbloomington.org)

<b><u>Handbook Sections</u></b>	<b><u>Page Number</u></b>
<b>Notice of Non-Discrimination Policy</b>	<b>3</b>
<b>Handbook Policies</b>	<b>3</b>
<b>Mission Statement</b>	<b>3</b>
<b>Who We Are</b>	<b>3</b>
<b>Philosophy</b>	<b>3</b>
<b>Our Goals</b>	<b>4</b>
<b>Arrival and Dismissal Time</b>	<b>4</b>
<b>Attendance</b>	<b>5</b>
<b>Clothing</b>	<b>6</b>
<b>Emergency Closings</b>	<b>7</b>
<b>Admission Policies</b>	<b>7</b>
<b>Snacks and Birthdays</b>	<b>8</b>
<b>Allergies</b>	<b>8</b>
<b>Emergency Procedures</b>	<b>9</b>
<b>General Safety Practices</b>	<b>9</b>
<b>Health Policy</b>	<b>10</b>
<b>Covid-19 Protocol</b>	<b>10</b>
<b>Medication</b>	<b>11</b>
<b>Toys from Home</b>	<b>11</b>
<b>Parent/Teacher Conferences</b>	<b>11</b>
<b>Child Assessment</b>	<b>11</b>
<b>Parent Communication</b>	<b>11</b>
<b>Classroom Behavior</b>	<b>12</b>
<b>Tuition</b>	<b>12</b>
<b>School Calendar</b>	<b>13</b>
<b>Daily Schedule</b>	<b>14</b>
<b>Handbook Agreement Form</b>	<b>15</b>

### **Notice of Non-Discrimination Policy**

Christ Community Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

### **Handbook Policies**

The policies of the Christ Community Preschool handbook provide guidelines to be observed by CCP students, parents, faculty, and staff. The handbook is not considered to be a legal contract. Policies in the handbook are subject to change at any time without notice at the discretion of the Director(s) and/or CHRIST COMMUNITY Elder Board. The handbook can be accessed through the website online at all times.

### **Mission Statement**

CCP serves children 2-5 years of age. It is an outreach of Christ Community Church committed to foster a well-rounded program that develops the spiritual, academic, and social growth and development of your child. Our students are being prepared to be full participants in their faith and community. Our teachers are committed to providing a safe and loving environment in which children explore, discover, learn, and play. The importance of a quality program cannot be underrated to CCP.

### **Who We Are**

CCP began in 2020. We currently have classrooms for 2's, 3's and Pre-K. CCP leadership consists of Co-directors: Melinda Flick and Leah Wooden. As directors they are in charge of daily programs and situations. Melinda, Leah, and our other teachers have been chosen for their experience in the field of early childhood, as well as their warmth and sensitivity to the needs of young children and parents. The governing body of CCP is the Christ Community Board of Elders.

### **Philosophy**

CCP and staff believe that children learn best in a supportive, loving environment where they are encouraged by caring adults who observe and learn beside them. We believe children should be given time and appropriate materials and engage in meaningful interactions to develop intellectually and emotionally. Teachers in our preschool are advocates for children who love and encourage them to develop academically and socially. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large motor, practical life, dramatic play, language arts, fine motor and manipulatives. CCP, in conjunction with the parent/guardian, is the educational setting in which knowledge, culture, and values are developed.

### **Our Goals Are...**

- To promote cooperation.
- To increase independence in meeting and solving problems.
- To promote language development.
- To help children develop large motor skills such as climbing, running, jumping, balancing, etc.
- To help children develop fine motor skills such as cutting with scissors, building with blocks, working with puzzles, stringing beads, manipulating playdough, controlling crayons, holding a paint brush, etc.
- To foster an appreciation and acceptance of the multicultural world in which we live.
- To further intellectual development by fostering cognitive learning, concept formation, self-awareness and curiosity.
- To develop the imagination through dramatic play.
- To foster creativity through open-ended art and music experiences.
- To help children learn how to follow directions, complete tasks, and develop impulse control.
- To help children navigate emotions and the self-regulation of them.
- To encourage a positive attitude. This, along with competency, develops a positive self-image.

### **Arrival and Dismissal Time**

All classes run from 9:15 am to 12:15 pm. Drop-off will be through our main canopy door starting at 9:00. Try to arrive in time to take your child to the restroom and/or wash hands. It helps the morning to go smoothly for children and teachers if there are not so many interruptions.

Coat hooks are near each classroom for your child's coat or jacket. Please put your child's name on his or her clothing. Your child will put his or her bucket by their nametag in the hallway.

During arrival it is very important to set up a routine that your child can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think would help with understanding your child's behavior at school.

When it is time for you to leave, tell your child you are leaving and say something like, "I'll see you in a little bit." Please refrain from sneaking away without your child knowing you are leaving. If your child is having trouble with separation, a teacher will jump in and help. Feel free to text us later to check in on your child.

We appreciate your prompt drop-off by 9:15 am to ensure we can begin class on time. The preschool doors will be locked by 9:30 am. If you arrive after 9:30 am you will need to text your child's teacher to let you in. You may ask the church secretary for assistance if needed.

You will need to be back to the preschool by 12:15 pm for dismissal. Parents of 2's class will come inside to get their child from the classroom. Parents of 3's and PreK please line your car up in a single file line starting under the canopy. Display your child's name card in the window and your child's teacher will walk your child out to the car and put them in. It is the parent's responsibility to pull forward to a parking spot and properly secure the child in his or her seat. If you need to pick up your child early, please text your child's teacher to let her know.

If someone we do not know is picking your child up, please inform the teacher. This person must be listed on the authorized pick-up list from the registration paperwork or a note given to the teacher with the person's name and phone number. Remind the authorized person that we may ask for picture identification to ensure your child's safety. We will not release your child to someone who is not on the list or for whom we do not have permission from a parent or guardian to release to.

### **Attendance**

If your child is scheduled to attend preschool and will be absent, please notify the teachers as soon as possible by calling, texting, or emailing.

## **Clothing**

Children should wear comfortable play clothes. We will be outside a lot and using craft supplies that will be messy. We want to foster independence and self-help skills, so we ask that you send children in clothes that he/she can manage independently. Good, sturdy shoes are great for running and playing also. It is helpful to write your child's name on coat, jacket, hat, glove, etc. tags.

Please have a complete change of clothes at the preschool as this is essential for messes. This set should include pants, shorts, shirt, underwear, and socks. The extra set of clothing will be stored at preschool in a gallon size Ziploc. Please be sure the Ziploc is marked with your child's name. If your child should wear these clothes home, please wash and return to school promptly so we may have them ready for the next emergency.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g. coat, snow pants, boots, gloves, etc.). CCP considers the outdoors an extension of the indoor classroom. Toys, materials, and activities are available outside to enhance the children's play experience.

*Winter* - We will play outside as long as the temperature is above 32°F. As temperatures approach 32°F wind chill, staff will monitor latest weather conditions. Children spend a shorter amount of time outside in cold temperatures and are monitored closely. Please make sure your child is dressed appropriately for outdoor play – boots, mittens, hats, warm coats, etc.

*Summer* – Parents are encouraged to apply sunscreen to child before school. Typically, the length of time spent outside is reduced in high heat. Children may participate in water play activities outside or play in shady area near the playground. As temperatures/heat index approach 100°F, staff will monitor latest weather conditions.

*Rain* – If there is a light rain falling, children will more than likely play outside. Please supply your child with rain coats, boots, etc. on rainy days, if possible.

*Inclement Weather* – On bad weather days, such as stormy, too hot, too cold, we will have large motor time in our large indoor play area.

## **Emergency Closings**

*Severe Weather Conditions:* In the event of severe weather conditions, CCP will follow MCCSC in determining whether or not to close. Our preschool will not be listed separately. Please listen to local radio and television stations for emergency closing information in these circumstances. We also post closings on our FB page and send an email. If MCCSC is closing, then we will also be closed.

In case of a MCCSC delay schedule, preschool will start at 11:00 am and will end at 12:30 pm.

*Other Emergencies:* Other situations, including but not limited to electric power failure, lack of water, lack of heat or air conditioning, or other situations which could endanger the safety or health of children and employees, may result in CCP being closed at the discretion of the Directors. If this occurs your classroom teacher will contact you and it will be posted on our FB page.

## **Admission Policies**

Children must be 2 by August 1 for our 2's class, 3 by August 1 and at least in the potty-training process (wearing pull-ups) for our 3's class, and 4 and potty-trained by August 1 for our Pre-K class. Parents and children are encouraged to visit the school prior to enrollment. This will help to determine if the preschool will be able to meet the particular needs of both the parents and the child. This is a good opportunity for the parents to view the school and ask any questions about the program they may have.

All children are welcome. Our program will make every effort to serve children with special needs. For timely identification of your child's unique needs, we encourage you to include those needs during the registration process or to have a conversation with us. Should a special need be identified after enrollment, a letter of information should be submitted to ensure your child's needs are met. Any and all information provided about your child's need(s) shall remain confidential.

In some cases, our program may not be equipped to meet your child's unique needs. It is at the Directors' discretion to discontinue enrollment if it is determined that our program is not a good fit for a child or if a child's actions are deemed detrimental to other children or the program. Program personnel will do their best and try to provide information about other available programs and services in the area.

If you wish to enroll your child and there is available space, we will direct you to online enrollment at <https://cccbloomington.org/preschool/>. The handbook must be read and a parent/guardian must sign the Enrollment Agreement at the back of the handbook. ALL FORMS MUST BE COMPLETED AND RETURNED TO THE PRESCHOOL ALONG WITH A \$100 REGISTRATION FEE to be added to the class roster. All information submitted on the Enrollment agreement and attached forms must be updated on an annual basis. Information contained in a child's file is confidential and only available to the child's teacher and Directors.

### **Snacks and Birthdays**

Everyday your child will need to bring a snack from home. We encourage non-sugar snacks for regular days of preschool. We will have extra items on hand for days that a snack may be forgotten. We will allow families to send in treats for a child's birthday to share with the class. These may be store bought or homemade. Classroom calendars will be sent home monthly so you know when to expect this.

For the 3's and PreK Classes, water bottles should not be sent in. Water will be given to children by teacher in disposable cups during snack and as needed throughout the morning. Our 2's students will need sippy cups sent back and forth each day with child's name on cup.

### **Allergies**

Some of your children may have allergies to specific foods or other allergies. Please be sure you have told your child's teacher this information. If your child has a severe allergy to an item, no snacks will be allowed with that specific allergen. We do require parents/guardians to fill out a Medical or Allergy Alert for your child with these needs. These will be hung in our classroom inside a cabinet door so they are available to teachers, but not for others to see.



## **Emergency Procedures**

- Emergency phone numbers are clearly posted in each room.
- The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
- In case of an emergency, a staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
- Teachers report in writing any injuries that may occur while the child attends CCP.
- Teachers notify the parent/guardian of any injury requiring first aid treatment.
- Teachers report serious injuries to Director immediately.
- Fire, tornado, shelter-in-place (lockdown) drills are practiced once per semester.
- Emergency evacuation plans are posted in each room.

## **General Safety Practices**

- Background screenings are conducted on all teachers, volunteers, and subs.
- Per Indiana state law all teachers, volunteers, and subs are mandated to report any suspicion of child abuse/neglect.
- Children are supervised at all times and appropriate child to staff ratios are maintained.
- Each room is equipped with a first aid kit.
- Teachers move throughout the room and playground to ensure adequate and appropriate supervision.
- Staff is trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents and incidents. Parents receive copies of accident/incident forms.

## **Health Policy**

Each child must have a current immunization history on file at CCP. Classroom teachers will notify families when certain communicable diseases are present and we ask that you notify the preschool when your child is out with a communicable disease.

Symptom list:

- Diarrhea, vomiting, or abdominal pain
- Fever greater than 100.4 or higher when taken by mouth
- Chills
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Contagious illness (must be on antibiotics for 24 hours)
- Rash or skin irritation
- Muscle or body aches
- Sore Throat
- Newly developed congestion or runny nose
- New onset of severe headache, especially with fever
- Loss of taste or smell
- Cough or new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Newly developed shortness of breath or difficulty breathing

If your child has any of the above symptoms, please contact your child's teacher to discuss if he or she should stay home or is able to come to preschool. Students should be free from any of the symptoms listed above for 24 hours without fever reducing medication before returning to preschool, unless otherwise discussed with teachers.

## **Covid-19 Protocol**

Child with Covid-19 symptoms will be separated from other people and taken to an isolated area until parent or guardian arrives. Parent/guardian will be called to come pick child up. We strongly recommend that you see your child's healthcare provider for further testing or use an at-home test. If there is a positive Covid-19 case in a class, we will alert families in that class so they can be aware and watch for symptoms.

If you know your child has Covid-19, per current CDC guidelines, isolation is recommended:

- First onset of symptoms is Day 0.
- Isolate days 1-5.
- Can return to normal activities on day 6 with a mask if symptoms are improving and fever free for 24 hours with no medication.

**Medication**

CCP will not dispense medication to students. If your child has an allergy that requires an EpiPen, one can be given to your child's teacher and it will be kept in the classroom out of reach of other children. This should be listed on the child's Allergy Alert also.

**Toys from Home**

Bringing toys and other items from home is discouraged. CCP is not responsible for toys and other items brought from home. Check with your child's teacher regarding show and tell or other special occasions.

**Parent/Teacher Conferences**

Parent/Teacher conferences may be scheduled to happen in the spring. Teachers will go over your child's spring evaluation. If you wish to have a conference at any other time, please contact your child's teacher.

Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak to your child's teacher during morning arrival or schedule a time to talk privately.

**Child Assessment**

Teachers may complete age-appropriate assessments at the beginning of the school year and/or in the spring. Assessment is an important tool to understand and support young children's development. Each assessment will encompass all areas of development: sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. When these assessments are done, they will be shared with parents.

**Parent Communication**

Weekly newsletters will be sent home with your child. This is a great tool to use when talking with your child about his/her week at preschool. If you know about specific activities that happened at preschool, you can ask direct questions like, "Can you tell me about the picture you painted?" Timely communication and notification of special classroom events will be sent via email and posted on our FB page. We have a public CCP FB page and classes may have a private FB page only for families enrolled in your child's class to view pictures and happenings.

## **Classroom Behavior**

We encourage children to use his/her words to solve problems; redirecting the child to constructive activity and appropriate behaviors. We validate the child's feelings and emotions, offering them an alternative way to express themselves. Giving positive verbal rewards encourages acceptable behaviors. One of our goals is to help children develop a positive self-image. We encourage children to be self-directed, exhibit self-control, and become problem-solvers. Teachers will communicate with parents regarding situations or behaviors that need to be addressed at home.

## **Tuition**

Tuition is due on the 30<sup>th</sup> of each month except February when it is due on February 28. You will not receive a bill, so your timely payment is kindly appreciated. Payment should be dropped off in the church office and put in Leah Wooden's mailbox or give to the church secretary.

The monthly tuition schedule is as follows starting with the month of August throughout the month of April. There will be no tuition payment for the month of May.

2 Day Class - \$135/month or \$1,215/year

3 Day Class - \$205/month or \$1,845/ year

4 Day Class - \$275/month or \$2,475/year

Although the number of days in session varies from month to month, the tuition does not vary. Also snow days that result in unscheduled school closings do not affect tuition. We make every effort to keep your costs reasonable. Salaries must be paid despite closings for bad weather.

## **School Calendar**

**August 8** – Parent Orientation 7-8 p.m. (**ONLY** parents)

**August 9** – Family Drop-In for all Classes

**August 14** – 1<sup>st</sup> Normal day for all Classes

**September 4** - No School – Labor Day

**October 12-13** - No School – Fall Break

**November 7** - No School – Election Day

**November 20-24** - No School – Thanksgiving Break

**December 18 – January 2** - No School – Winter Break

**January 3** – Classes Resume

**January 15** – No School – Martin Luther King Jr. Day

**February 19** – No School – President’s Day

**March 11 -15** - No School – Spring Break

**March 29** – No School – Good Friday

**April 8** – No School – Solar Eclipse

**May 7** – No School – Election Day

**May 15** – Last Day for 2’s Class

**May 16** – Last Day for PreK

**May 17** – Last Day for 3’s Class

## **Daily Schedule**

**(This is an example of how our days may go but we are very flexible depending on each class.)**

9:00-9:15 Arrival – Use restroom, hang up coats, put bucket by nametag, health screening, sanitize hands

9:15 – 9:35 Morning Exploration – free choice play and/or teacher selected activities

9:35 – 10:00 Circle Time – Weather, Calendar, Reading together, etc.

10:00 – 10:30 Art / Free Play

10:30 – 11:00 Recess Academic Growth / Free Play

11:00 – 11:35 Bathroom/ Snack / Free Play

11:35 – 12:00 Closing Activity

12:00 – 12:15 Jesus Discovery Time

12:15 Pack-up and Dismissal

Free Play includes free choice of a variety of educational activities including art, fine motor, and dramatic play.

# Christ Community Preschool Handbook Agreement

I/We have received and read the Christ Community Preschool Handbook and agree to abide by the policies and procedures of Christ Community Preschool.

---

Signature of parent/guardian

---

Date