

# **Campbellsville Christian Church Center for Education**

(CCCCFE)

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# **Parent Handbook**

**School Year 2017 - 2018**

Preschool

Glow Worms

Pre-Kindergarten

Primary

Kindergarten

*"Train up a child in the way  
he should go, and when he is old  
he will not turn from it."  
Proverbs 22:6 (NIV)*

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## **HISTORY OF CAMPBELLSVILLE CHRISTIAN CHURCH CENTER FOR EDUCATION**

In 1981, a committee was appointed by the Board of Campbellsville Christian Church to discuss the possibility of starting a church school. After discussing the matter, the committee agreed to experiment with a small group of children on a trial basis to see if there was a need for a school. In the fall of 1982 the first class consisted of 16 children, ages 3 to 5.

The committee met and reported to the board that the school was a success and recommended that a church school be established. Olive Crabtree was appointed director of the school. The three-year-olds were separated from the others and they were called the Glow Worms. They met each Thursday morning from 9:00 to 11:00. The Campbellsville Christian Church Kindergarten, made up of four and five-year-olds, held classes from 8:30 to 11:30, Monday through Thursday mornings. The school closed in May with a program presented in the sanctuary of the church. A Kindergarten Board was appointed separate from the church board to attend to the affairs of the school.

When the school opened in the fall of 1984 the four-year-olds were separated from the five-year-olds. They continued to have classes four days a week. The kindergarten class was in session five days a week, 8:30 to 11:30. The first kindergarten class of 15 children graduated in May, 1985 with graduation exercises and a program at the church. Enrollment increased rapidly and by fall of 1986 more classes were added. There were two classes of three-year-olds, two classes of four-year-olds, and one kindergarten class.

Upon Mrs. Crabtree's resignation in 1990, Regina Cox was hired as director. By this time the enrollment of the entire school had exceeded 100, with two kindergarten classes, two four-year-old classes, and two Glow Worm classes.

Upon Regina Cox's resignation in 2000, Brenda Parrish took over the position of director. In 2002 the name of the school was changed to Campbellsville Christian Church Center for Education (CCCCFE), with a Preschool and Primary division.

## PHILOSOPHY

The Campbellsville Christian Church Center for Education is a service institution striving to serve both the children and adults of this community. The curriculum is based on the needs and abilities of the whole child, directed toward good and useful citizenship in a democracy.

We are not only concerned with the intellectual development of the child, but with his social, physical, and emotional welfare and progress in order that he may develop his individual talents and interests, and above all, his moral and spiritual development that he may live in harmony with God and man.

We are concerned with the happiness, success, and welfare of the children, their literacy, their behavior, their health and their recreation.

### WE BELIEVE

1. That the school should serve the child. Accordingly, it should create an enjoyable learning atmosphere that will enable the child to obtain a mastery of the tools and techniques of learning. The school should stimulate and guide the child in setting desirable aims and objectives for himself so that he may develop to the extent of his capacity and interests. It should challenge every child to achieve according to his ability.
2. That the school should serve the community by seeking outlets through which the children may participate in worthwhile community activities. The school should take advantage of all the opportunities available to make use of the experiences, talents, and activities of community specialists.
3. That the school should serve our nation. Our children will become the world of tomorrow. Our democracy is dependent largely upon what happens in the schools of today.
4. That there should be a desirable informative communication among the children, parents, and teachers.

## OBJECTIVES

We are striving to teach the children to do the following:

1. Observe and appreciate the world of nature and in so doing, develop a scientific mind geared toward a higher being.
2. Communicate with others successfully by mastering the fundamental skills of reading, speaking, and writing.
3. Reason, think critically, and make decisions.
4. Make wise use of time, money, and natural resources.
5. Develop leadership and the ability to follow the leadership of others.
6. Strive to develop such good character and personality traits as honesty, courage, responsibility, patience, loyalty, good sportsmanship, respect for others, good manners, kindness, a sense of humor, and a conscience against wrong doing.
7. Improve physical health and preserve mental health.
8. Acquire good study habits, and maintain a proper balance between work and play.
9. Appreciate art, music, and drama.
10. Develop self-control with a high degree of respect for authority and property.
11. Receive criticism and to cooperate and work with others.
12. Learn the value of patriotism directed toward a democratic way of life.
13. Secure a feeling of belonging and of being successful.
14. Acquire some knowledge of our past history and cultural heritage.

## POLICIES

When an issue arises involving a student (or students), a classroom, a parent (or parents), a relative or guardian, and employee or any person connected with the CCCCCE that is not covered by a **CCCCFE policy** and rises to the level of an emergency, the CFE Director, or the CFE Ministry Team Leader shall contact the following people in order:

- The Chairman of the Elders
- The Vice-Chairman of the Elders
- The Chairman of the General Board
- The Vice-Chairman of the General Board

When one of these individuals is made aware of the situation, the responsibility for the resolution of the issue will be passed to the **Elders**.

## **ADMISSIONS / REGISTRATION**

**Application for admission to Campbellsville Christian Church Center for Education is open to any family in the community desiring a Christian Education for their child. Numerous churches are represented in our school and CCCCFE does not discriminate on the basis of race, color, or national origin.**

Registration priority is given to members of the Campbellsville Christian Church, children of CCCCFE staff, and students already enrolled in the school. Registration includes completing and returning registration packets, along with payment of the registration fee. Registrations for the up-coming school year will be taken as follows:

- **January** - Church members and CCCCFE staff have first priority and will be asked to register in January. Church members not registering in January will be registered along with all others, in the order that registrations and fees are returned.
- **February** - Students already enrolled in the school will be asked to register in February. Registrations are taken in the order that registration packets are completed and returned, along with payment of the registration fee. Tuition payments for the current school year must be up to date before registering for the following school year. This includes tuition payments for siblings as well.
- **March** – Children whose parents have filled out a student application, but who are not already enrolled in the school will be contacted and asked to register in March. Parents are contacted in the order that their application was submitted. They will be notified of the deadline to respond, at which time the next family on the waiting list will be contacted.

When a class is full, children will be placed on a waiting list. As a vacancy in that class arises, the family will be notified.

If a parent enrolls a child, but that child cannot start school until a later date:

- Tuition must be paid to hold the child's position in a class.
- The position can only be held for a maximum of 8 weeks. Each week must be paid ahead.

## **CLASS ASSIGNMENT POLICY**

CCCCFE does not accept teacher requests. Students who have had siblings enrolled at CCCCFE may not necessarily be placed with the same teacher. The following guidelines are used for class assignments.

- A balance of girls and boys
- A balance of academic and behavior levels
- Some students from the previous year's class will be kept together if possible.
- Students who carpool will be kept together if possible.

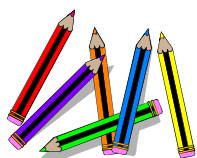


## Glow Worms

- Units of study: Class Rules, Colors, Weather, Fall, Safety, Thanksgiving, Christmas, Shapes, Numbers, Manners, Nutrition, Spring, Doctor/Dentist, Zoo, Transportation, Mother's Day, Farm
- Activities: Learning Centers, Gym, Music, Devotions, Bible Lesson and Bible Verse, Science Experiments, Show & Tell
- Field Trips: 2 or 3 field trips during the school year
- Special Events: Fall Harvest Celebration, Thanksgiving Program, Christmas Party & Program, Valentine Party, Spring Program, End of Year Celebration

## Skills Learned

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <u>Fine Motor Skills</u><br/>Hold crayons properly<br/>Coloring<br/>Hold scissors properly<br/>Cutting on line<br/>Gluing<br/>Water painting</li> <li>• <u>Gross Motor Skills</u><br/>Walk up/down stairs with alternating feet<br/>Run<br/>Balance on one foot<br/>Throw/catch a ball<br/>Kick a ball</li> <li>• <u>Conduct</u><br/>Follow directions<br/>Be kind to friends<br/>Remember to raise hand</li> </ul> | <ul style="list-style-type: none"> <li>• <u>Math Readiness</u><br/>Counting 1-10<br/>Recognize some numbers 1-10<br/>Counting objects<br/>Identify shapes<br/>(circle, square, triangle)</li> <li>• <u>Listening/Speaking Skills</u><br/>Listen when the teacher is talking<br/>Listen quietly to stories<br/>Speak clearly<br/>Answer some questions<br/>Wait for turn when speaking in a group</li> <li>• <u>Readiness Skills/Participation</u><br/>Participation, following directions, and good behavior during music, art, gym, science</li> </ul> |
|--|---|



# Pre-Kindergarten



- Units of study: Ready for School, All About Me, Colors, Home & Family, Apples, Food & Nutrition, Fall, Safety, Manners, Thanksgiving, Exercise, Hygiene & Health, Toys, Christmas Fun, Baby Jesus, Winter, Bears, Zoo, Community Helpers, Valentine's Day, President's Day, Pets, Dr. Seuss/Eric Carle, Five Senses, Solar System, Easter, Spring, Birds, Flowers, Farm
- Other Lessons: Left & Right, Pairs, Opposites, Positions, Money, Telling Time on the Hour, Phone Numbers
- Activities: Learning Centers, Gym 3 times per week, Music once a week, Daily Devotions, Weekly Bible Lesson and Bible Verse, Field Trips, Science Experiments, Show & Tell
- Special Events: Fall Harvest Celebration, Thanksgiving Program, Christmas Party & Program, Guest Speakers for Community Helpers Unit, Valentine Celebration, Pet Show, Spring Program, End of Year Celebration

## Skills Learned

- Fine Motor Skills
  - Hold pencil properly
  - Trace on line
  - Hold crayons properly
  - Coloring inside lines
  - Hold scissors properly
  - Cutting on line
  - Gluing neatly
  - Water painting in lines
- Gross Motor Skills
  - Walk up/down stairs (alternating feet)
  - Run
  - Balance on one foot
  - Throw/catch a ball
  - Kick a ball
  - Forward somersault
- Conduct
  - Follow directions/obey rules
  - Be kind to friends
  - Raise hand
  - Talk at appropriate times
  - Do work without extra reminders
- Reading/Writing Readiness
  - Identity colors
  - Complete a pattern
  - Say alphabet
  - Identify lower case letters a-z
  - Identify upper case letters A-Z
  - Produce letter sounds A-Z
  - Print name
  - Print letters Aa-Zz
  - Print numbers 1-10
- Math Readiness
  - Identify numbers 1-10
  - Counting 1-100
  - Counting by 10s to 100
  - Counting objects 1-10
  - Identify shapes (circle, square, triangle, rectangle)
  - Sequence by size
- Readiness Skills/Participation
  - Participation, following directions, and good behavior during:
    - Music, Art, Gym, Science





# Kindergarten



- Units of study: Summer/Ocean, Manners, I Am Special, Family, Eric Carle, Colors/Color Words, Five Senses, Nutrition, Apples & Pumpkins, Fall, Community Helpers, Safety, Pilgrims & Native Americas, I Am Thankful, Christmas Symbols, Real Meaning of Christmas, Christmas Fun, Winter, Healthy Habits, Transportation, Curious George, Patriotic, Valentines, Dental Health, Dr. Seuss, Dinosaurs, Money, Spring/Easter, Space, Plants, Weather, Insects, Farm Animals, Summer Fun
- Activities: Learning Centers, Gym 3 times per week, Music once a week, Daily Devotions, Weekly Bible Lesson and Bible Verse, Field Trips, Science Experiments, Show & Tell, General Store
- Special Events: Fall Harvest Celebration, Thanksgiving Program, Christmas Party & Program, Guest Speakers for Community Helpers Unit, Valentine Party, End of Year Celebration, Graduation, Closing Program

## Skills Learned

- Phonics  
Letter/sound recognition  
Identify rhyming words  
Identify opposites  
Identify compound words  
Blend sounds to make words  
Identify syllables
- Reading  
Decoding skills  
Fluency skills  
Comprehension skills  
Read sight words  
Read color words  
Read number words  
Read high frequency words
- Writing  
Handwriting  
Writes teacher generated sentences  
Writes own sentences
- Number skills  
Identify numbers 1-10  
Sequence numbers 0-10  
Count objects in a set  
Match with one-to-one correspondence  
Match sets and numbers  
Identify ordinal position  
Act out addition and subtraction stories  
Count by 1's to 100  
Count by 10's to 100  
Count by 5's to 100
- Geometry skills  
Identify and name shapes  
Compare objects by length  
Measure the length of objects  
Copy geoboard designs  
Cover tangram designs  
Identify and name geometric solids
- Other skills  
Sort objects and identify a sorting rule  
Copy and extend patterns  
Create a real graph  
Name the days of the week  
Identify coins  
Write numbers 0-20  
Recite phone number  
Recite address  
Recite birthday  
Recite months of year  
Cut with scissors  
Coloring skills  
Tie shoes
- Social/emotional  
Work quietly  
Attention span  
Follow directions  
Raise hand to speak  
Talking when appropriate  
Play and share  
Show respect to teacher
- Music/Gym  
Follow directions/Obey rules

Minimum staff-to-child ratios for preschool children set by Cabinet for Health & Family Services			Maximum class size set by CCCCFE	Staff-to-child ratio at CCCCFE	
age	staff to child ratio	maximum group size			
3 to 4	1 staff for 12 children	24	Glow Worms	12	2 staff for 12 children (1 per 6)
4 to 5	1 staff for 14 children	28	Pre-K	16	2 staff for 16 children (1 per 8)
			Kindergarten	16	2 staff for 16 children (1 per 8)

## AGE REQUIREMENTS

- Glow Worms must be 3 years old August 1 of the year attending. Children are also required to be potty trained.
- Pre-Kindergarten students must be 4 years old by August 1 of the year attending.
- Kindergarten students must be 5 years old by August 1 of the year attending.

## REGISTRATON FEES

The following fees are to be paid at the time of registration:

	Workbook/Book Supply fee	1 <sup>st</sup> week's tuition	total
• Glow Worms	\$40	\$23	\$63
• Pre-Kindergarten	\$65	\$41	\$106
• Kindergarten	\$160	\$58	\$218

All registration fees are non-refundable, unless your child is placed on the waiting list and no space becomes available.

## STUDENT RECORDS

The following records are required for each student and must be on file by the opening day of school. In the event of late registration, records must be on file within 30 days of beginning school. Items marked with \* are forms to be filled out in the registration packet.

- \*Student Information Sheet
- \*Health Form/Authorization for Treatment of Minors
- \*Policies Form
- Immunization Certificate –Students requiring a medical or religious exemption must obtain an exemption certificate from the health department.

**Kindergarten students are also required to furnish copies:**

- birth certificate
- social security card
- physical given within 12 months prior to the beginning of school.

## TUITION

- Glow Worms           \$23 per week (2 days per week)
- Pre-Kindergarten   \$41 per week (4 days per week)
- Kindergarten         \$58 per week (5 days per week)

## TUITION POLICY

- **Tuition payments are due at the beginning of each week.** You may pay ahead as much as you like. Tuition statements will be emailed to you at the end of each month. Reminder notices will also be emailed if tuition payment becomes overdue. Parents who do not have email access may request printed statements.
- **Tuition payments are due each week except:** Fall break, Christmas break, spring break. A full payment is due each week, even if your child is absent or we are out for a holiday or for a professional development day.
- **Parents are asked to pay by check.** Make checks payable to CCCCFE. (Campbellsville Christian Church Center for Education) Be sure to include this information at the bottom of each check:
  - Student's name
  - Student's teacher
- **All tuition records are kept by the director.** Payment can be given directly to the director in room #103 or #105 or sent in your child's backpack or pouch. **If parents must pay with cash, then payment must be given personally to the director,** in an envelope marked with the student's name, the teacher's name and the amount. The director will give you a receipt when paying with cash. Again, **please pay with checks** which make record keeping and tracking much easier. Anytime a parent has a question about their child's tuition payments they may contact the director, Brenda Parrish. You may:
  - Come to my classroom, #105 or my office, #103, preferably before 8:30 or after 11:30.
  - Send me an email, [brendajparrish@live.com](mailto:brendajparrish@live.com)
  - Call the office, 465-5571.
- **FINAL TUITION PAYMENTS** for the school year will be due the week before the last day of class. Notices will be sent home in advance informing parents of the balance and the date it is due.
- **REGISTERING FOR AN UPCOMING SCHOOL YEAR**  
Tuition payments for the current school year must be up to date before registering for the following school year. This includes tuition payments for siblings as well.
- **RETURNED CHECKS**  
A fee of \$5 will be charged for each check returned to us.

## STUDENT WITHDRAWALS

If a parent decides to withdraw a student due to any reason, the director must be notified in advance and a withdrawal form will be filled out. A two week notice before the child is withdrawn is required. If a two week notice is not given, parents are responsible for making tuition payment for two weeks.

## CLASS TIMES

- **Glow Worms** 9:00 – 11:20 Mon & Tues or Wed & Thurs
- **Pre-Kindergarten** 8:30 – 11:30 or 12:00 – 3:00 Monday – Thursday
- **Kindergarten** 8:30 – 12:00 Monday - Friday

## ATTENDANCE

Our goal at CCCCFE is for students to receive the best Christian education possible. Regular and punctual attendance is necessary for students to receive the full benefits of the program. We feel that every activity offered, from the opening of the school day to the end of the day review, will enhance the children's educational experience.

**Tardies and I.e. (leaving early) Policy** Any student who arrives after class begins or leaves before the end of class time will be marked tardy.

**Leaving after a field trip:** We understand that a parent who is only transporting their own child on a field trip may not want to return to school just for dismissal. Children of parents who do not return their child to school will not have an I.e. recorded unless they could arrive back at school with more than 15 minutes of class time remaining. Many times teachers dismiss from the field trip location.

### **Partial Day**

If a student is present for only part of a day, they will be marked "P" for a partial day, unless they are present for the following amount of class time:

- Kindergarten: 2 hours (leaving no earlier than 10:30)
- Pre-Kindergarten: 1.75 hours (leaving no earlier than 10:15 a.m.)
- Glow Worms: 1.25 hours (leaving no earlier than 10:15 a.m.)

### **Early arrivals**

- Students in Glow Worms may enter the classroom at 8:45.
- Students in other morning classes may go to the "Early Bird Room" as early as 7:30. There will be a sign indicating the early bird room in the hallway outside of one of the first floor classrooms. On Fridays Early Birds will go to Mrs. Taylor's classroom on the second floor.

**Morning Students Late Pick-up** Any student not picked up within 10 minutes of their class dismissal time will be taken to Mrs. Parrish's classroom (#105). A late fee of \$3 will be charged for each 10 minutes thereafter, up to \$10 per day.

## Absence Request / Educational Enhancement Opportunity

A student may be allowed up to 10 days per school year to participate in an Educational Enhancement Opportunity (EHO) that the Director determines to be of significant educational value. **A written request must be made by the parent approved by the director prior to the date.** The child will not be counted absent for those days. Contact the director for more information and forms to submit.

## SPEECH THERAPY

Speech therapy is available to eligible students through the Campbellsville Independent School System. If a parent or teacher feels that a student would benefit from having speech therapy the child will be tested at CCCCFE, then referred if eligible. Eligibility is based on a child's articulation score according to their age. Parents will then be notified for further testing and conference with the speech therapist.

## CCCCFE SNACK REQUIREMENTS

Nutritional requirements are set by the ***Kentucky Cabinet for Health and Family Services***. If your child's snack does not meet the requirements, we will supplement his/her snack for that day. A note will also be sent home with your child to inform you. **The following snacks DO NOT count toward the nutritional requirements.** A little of them is o.k. if the nutritious requirements are otherwise met.

Kool-Aid	Fruit flavored drinks			
Chips	Cookies	Candy	Cake	Cupcakes
Donuts	Pudding	"Fruit Rollups"	"Fruit Snacks"	

### Soft Drinks are not allowed.

Water is an excellent drink for the children. By all means send it, but it won't count as one of the required foods. If you have any questions concerning school snacks please talk to your child's teacher or contact the director.

**CCCCFE student's snacks must include foods from at least  
2 different food groups from the chart below each day.**

FOOD GROUP	EXAMPLE FOOD
<b>MILK</b>	fluid milk, must be 1 % or fat free
<b>FRUIT/VEGETABLE</b>	<b>Juice:</b> 100% fruit juice 100% vegetable juice
	<b>Whole Fruit:</b> apple or pear banana or tangerine - please peel and put in a container
	<b>Other Fruit:</b> applesauce grapes or raisins berries watermelon cantaloupe other fruit
	<b>Vegetables</b> carrot sticks broccoli or cauliflower tomatoes cucumbers other vegetables
<b>BREAD/GRAIN</b> <small>must be whole-grain or enriched</small>	bread
	biscuit, roll, or muffin
	dry cereal
	crackers
<b>PROTEIN</b>	meat/poultry
	cheese
	egg
	peanut butter
	nuts
	Yogurt

## **PARENT/TEACHER CONFERENCES**

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Parent/Teacher Conferences are scheduled throughout the school year. During a conference the teacher will show the parents examples of their child's work and discuss his/her progress in the classroom. Other conferences can be arranged when necessary, at the request of the teacher or parent.

## **ACADEMIC EVALUATION**

Monthly Progress Reports are sent home at the end of each month, with the exception of those months when Parent/Teacher Conferences are scheduled. More detailed evaluations are given to parents at Parent/Teacher Conferences and at the end of the school year.

## **ACHIEVEMENT TESTING**

Students in kindergarten classes will take the TerraNova achievement test in April. Complete results are given to the parents and to the school where a student transfers. Teachers will review their child's test results at their last Parent Teacher Conference.

## **CLASSROOM VISITS**

Parents are welcome to visit the classroom. Please inform the teacher in advance by a note or telephone call.

## **BIRTHDAY / CLASS PARTIES**

**According to state licensing regulations, no "homemade" food is allowed.** All food brought in for parties must be store bought.

## **CHARITABLE CAUSES**

We will offer opportunities for families to express their generosity by giving to charitable causes such as the Food Pantry, Operation Christmas Child & Toys for Tots.

## **DONATIONS TO THE CLASSROOM OR SCHOOL**

CCCCFE operates solely on income from tuition fees and does not conduct fundraisers for our school. We do, however, welcome any donation you may want to make to our school or for your child's class. The generosity of our parents is a great asset for our school.

- Teachers often have a list of items they will ask parents to donate.
- Donations are welcome for the general fund or for specific needs as they arise.

## **DONATIONS FOR TREAT BOX**

Teacher may ask parents to donate items for the class treat box. According to our state licensing regulations, candy or other food cannot be give as treats for good behavior. Parents will be asked to bring items such as stickers, small party favor type toys, pencils, eraser, etc. **No candy or gum.**

## **TRANSPORTATION POLICY/FIELD TRIPS**

Parents of students shall be responsible for transportation to and from the Campbellsville Christian Church.

Permission slips will be sent home with the students prior to each field trip. With increasing licensing requirements and paperwork concerning field trips, we have removed transportation from our license. We will still take our students on field trips. That simply means that CCCCFE staff will no longer provide transportation on field trips. The following policy was approved by the CCCCFE board on May 27, 2010.

- **All transportation for field trips will be provided by “authorized escorts” who can sign students out. All students must be signed out for the trip.**
- **Parents include names of authorized escorts when registering their child for school. An “authorized escort” is anyone parents have approved to sign out their child from school. This includes picking the child up at the end of the day or transporting the child on a field trip.**
- **Any parent who is not able to go on a field trip will provide the name of the authorized escort who will sign their child out and provide their transportation. The authorized escort transporting that child assumes liability responsibility.**
- **Parents are encouraged to add the names of family members or other parents in their child’s classroom to their child’s “authorized escort” list who can provide transportation for field trips when the parent cannot. This can be done at any time by giving those names to your child’s teacher or to the director. Please be sure that the person agrees with this responsibility before adding their name to the list.**
- **Each permission slip will ask for the specific name of the authorized escort who will be signing their child out for that field trip. Parents need to be sure and make those arrangements with that other person before putting their name on the permission slip.**
- **If authorized escorts cannot be obtained for each student, the field trip will be canceled or postponed.**

### **Other policies set by the CCCCFE school board concerning field trips:**

- Children will be secured in seat belts, away from air bags at all times.
- All children must be restricted in a booster seat.
- Parents not able to attend a field trip will provide a booster seat for their child.
- Field trips are arranged for the educational benefit of the children in the class.  
**Siblings (or other children) are not to attend.** Exceptions will not be made. Everyone who accompanies a class on a field trip is considered a chaperone and is there to help with supervision of the students. Please understand that a chaperone’s full attention needs to be on the children in the class. Sometimes the children will be divided into small groups and your child’s teacher may ask you to supervise one of those groups for part of the trip. This is not possible if you have another child to keep up with as well. If you would like to chaperone, but childcare for another child is not readily available, you might make arrangements with another parent to trade out childcare.
- Please be sure that everyone who will provide transportation for your child is aware of these policies as well.

Your help and cooperation is greatly appreciated!

## **DRESS CODE**

- Shirts should be worn that are long enough to stay tucked in or will not ride up causing a gap between pants and shirt when students bend over or sit down.
- Tube tops are not allowed.
- Students must wear **tennis shoes** on gym days.
- Girl's wearing skirts or dresses must wear a pair of shorts underneath. This applies to each day of school, not just gym days.

## **PARKING POLICY**

The church board has determined that the Broadway parking lot is not large enough to accommodate the education programs, as well as the daily activities conducted by the church office, minister, and other groups within the church family. Therefore, those providing transportation for students are asked to use the large parking lot facing Maple Street. This policy also has the support of our school board. Please make sure that everyone who transports your child to school is aware of this policy. Exceptions can be made for special needs. Permission to use the Broadway parking lot is subject to board approval. A signed statement of compliance is kept in each child's folder.

## **BUILDING SECURITY**

Entrance doors will be locked and unlocked automatically. The doors can always be opened from the inside.

### **Entrance from the main parking lot on Maple Street:**

The doors will be unlocked automatically during arrival times and dismissal times. At other times, they will automatically lock and stay locked. If you need to enter the building when the doors are locked:

- Push the buzzer button near the entrance door. When you identify yourself to the secretary she will automatically unlock the door for you.
- Please let your child's teacher know ahead of time if you are planning to pick up your child early so the secretary can be aware of this before you get here.

### **Entrance from the little parking lot on Broadway:**

- The entrance doors from the little parking lot will also be locked and unlocked automatically. This includes the doors by the steps and the doors by the ramp. Please only use this entrance if you have a special need and have been granted permission to park in the little parking lot.

**CLASSROOM DOORS** remain closed and locked during class times. Please knock on the classroom door to be let in. Whenever doors are closed, they are locked. These locks do not prevent anyone from going back out of the room.



## ENTERING AND EXITING THE BUILDING

- Students are to be escorted to and from the classroom by an authorized escort. The child should stay with their escort, and **not run ahead**. Please be sure your child has been to the restroom and **washed their hands** before entering the classroom.
- Only authorized escorts may pick up students at the end of the day.
- Authorized escorts must be at least 16 years old and have had their names put on the authorized escort list by the student's parents.
- All students must be signed in and out each day by an authorized escort. These signatures **must be legible**. We are required to have a **first and last names** signed - **no initials**.
- When children are dismissed from class, they are to stay with their escort. Children are expected to leave the building in an orderly manner. Running and loud voices are not acceptable. Children are not permitted to play in the gym before or after class. The gym is made available to senior citizens for walking when gym classes are not scheduled. If an escort needs to wait in the foyer until another child is dismissed, the children in their care are to be closely supervised. **No running, yelling, jumping off steps, etc. are to be allowed.**

## HAND WASHING

To help prevent the spread of germs, our state license requires:

**All students, staff, and volunteers must wash their hands with soap and warm running water at these times:**

- **UPON ARRIVAL AT SCHOOL EACH DAY** - Parents, be sure to take your child to use the restroom each day when you arrive and be sure that they wash their hands thoroughly.
- **AFTER COUGHING OR SNEEZING ON THEIR HANDS OR AFTER BLOWING THEIR NOSE** - Our staff takes children to wash their hands during the school day as necessary.
- **BEFORE EATING** - Students are taken to use the restroom and wash their hands immediately before snack each day.

**HAND SANITIZER IS NOT ALLOWED WITHIN REACH OF PRESCHOOL CHILDREN DO NOT SEND HAND SANITIZER TO SCHOOL IF YOU CHILD IS IN GLOW WORMS OR PRE-K (Hand sanitizer is allowed in kindergarten, as kindergarten is not cover by these CHILDCARE REGULATIONS.)**

## ILLNESS/INJURY

If a student is vomiting, running a fever, or is otherwise obviously sick or injured during the school day, parents will be called to pick their child up from school. In the event of an injury at school, an accident report will be filed with the director. No medication of any kind is to be administered to students by the staff. Any child with a contagious illness is to be kept at home until the disease is no longer contagious.

## HEAD LICE

**If a student is found to have head lice these guidelines will be followed:**

1. The child will be required to be out of school for at least 3 days for treatment. This time period begins the day after the child was found to have lice/nits and was sent home.
2. All nits/lice must be removed.
3. A statement from the child's family doctor or the health department that the child is lice and nit free is required.
4. The child will be inspected at school each morning for a period of 2 weeks. A parent is required to stay at the school each morning until the inspection is completed.
5. For the health and safety of all of our students and staff, if the child is found to have a 3<sup>rd</sup> case of lice/nits within an 8 week period, the child will be dismissed from CCCCFE for the remainder of the school year.

## EMERGENCY PREPARATION

The following emergency drills are conducted during the school year:

Monthly Lock Down Drills – Teachers lead students to their safe place.

Monthly Fire Drills - The fire alarm will sound and students will exit the building. A plan of evacuation is posted by the door in each classroom.

Quarterly Earthquake Drills - A whistle is blown 2 times (earth - quake) and children go under the tables in the classroom.

Quarterly Tornado Drills - A whistle is blown 3 times (tor - na - do) and children will go to our safe room. The children sit down close to the walls with hands over their heads.

In the event of other emergencies or disasters we will follow directions given by emergency personnel.

## EMERGENCY SCHOOL CLOSING / SNOW PLAN

In the event of snow or other inclement weather, please listen to one of the following radio stations or check their website: **Q-104 K-County 103 Big Dawg 99.9**

**The director will also send emails or texts to parents when possible. This of course is not possible in the event of a power or cell phone outage. You can sign up for text notifications by texting CCCCFE to 41411. If you have received text messages in the past, you will need sign up for it again each year.** Parents are also encouraged to join the **Campbellsville Christian Church Center for Education FACEBOOK page** where cancellations and other school information is posted.

We normally make notifications by 6:15 a.m. It is extremely rare that we change a decision once it has been on the air. The radio station will announce the plan for CAMPBELLSVILLE CHRISTIAN CHURCH CENTER FOR EDUCATION. When main roads are clear, our school will be in session. Many times public schools must be closed because side roads are not safe for buses, and temperatures are too cold for children to wait at bus stops. Since we don't have those factors to consider, **we may sometimes have school when public schools are canceled.** The safety of our students is always our number one concern. Please always use your own judgment. If you feel that your roads are unsafe, please do not attempt to come to school.

## MAKING UP SNOW DAYS

Days missed because of snow are made up as follows.

Parents are always notified in advance.

- Glow Worms & Pre-K classes can make up snow days on Fridays.
- Kindergarten classes make up snow days in the afternoon. The school day will dismiss at 2:30 instead of 12:00.

## DISCIPLINE

No one student has the right to interfere with the opportunity for others to learn by his/her actions, poor manners, or lack of consideration of other students or of the staff. The following procedures will be used to encourage students to obey school rules:

1. Private conference with child.
2. Withdrawal of privileges.
3. Parent conference.
4. Other appropriate actions commensurate with the offense, to be decided case-by-case.

## WEAPONS

Students must not bring a weapon of any kind to school. This includes pocket knives. Children are also not allowed to pretend to be using a weapon at school.

## ANIMALS

In order for any animal to be allowed in our school or in the parking lot where students would go outside with the class to see them:

- Prior arrangements must be made with your child's teacher.
- For animals that require a rabies vaccination, we will need a copy of the animal's rabies certificate before the animal can be allowed in the building. Licensing lists **dogs, cats, and ferrets** as animals that require a rabies vaccination.
- In the case of an animal that does not require a rabies vaccination, prior arrangements must still be made with your child's teacher.
- Undomesticated, wild, or exotic animals can **only** be allowed as a planned program activity in the control of an animal specialist.
- Written parental consent must be obtained for each child in the class that will have any animal visiting that class. We must send home permission slips to be signed for a child to be allowed in the presence of an animal.
- The animal must be under the supervision and control of an adult.

In the past, occasionally adults have brought a cat, dog, or other animal in the building with them when bringing their child to school or picking them up. This can no longer be allowed. Please be sure that everyone who brings/picks up your child is aware of this regulation. **All animal visits must be pre-approved and paperwork done before the animal can enter the building.**

## SUSPECTED CHILD ABUSE / NEGLECT

CCCCFE does not condone child abuse or neglect. Procedures that were taught at the orientation training for preschool staff will be implemented by each staff member. If a teacher, aide, or volunteer suspects that a child has been abused or neglected, at school or at home or been exposed to any form of domestic violence she will report it to the Department of Social Services immediately.

Corporal punishment will not be used in our school. If a staff member or school volunteer is ever accused of abusing a child, the director will be told at once and our licensing agency will be notified. The suspected staff member or volunteer will be removed from the classroom. A full investigation will follow.

## Rights for Children in Child Care Programs and Their Parents

KY Revised Statutes 199.898  
 Eastern Kentucky Child Care Coalition  
 PO Box 267  
 Berea, KY 40403  
 (606)986-3901 or (800)634-7605

All children receiving child care services in a licensed child care facility, a certified family child care home, or from a provider or program receiving public funds shall have the following rights:

- A. The right to be free from physical or mental abuse;
- B. The right not to be subjected to abusive language or abusive punishment; and
- C. The right to be in the care of adults who meet their health, safety, and developmental needs.

Parents, custodians, or guardians of these children shall have the following rights:

- A. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the child is in the care of the provider.
- B. The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- C. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
- D. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

## 2017 – 2018 SCHOOL CALENDAR

### Campbellsville Christian Church Center for Education

August 1	Open House 6:00 p.m.
August 9	Opening day for all <b>staff</b>
August 10	First day for <b>Kindergarten</b>
August 14	First day for <b>MT Glow Worms &amp; Pre-Kindergarten</b>
August 16	First day for <b>WT Glow Worms</b>
September 4	<b>No School</b> / Labor Day Holiday
September 7	<b>No WT Glow Worms</b> / Professional Development
September 25	<b>No MT Glow Worms</b> / Pays for staff opening day
September 28	<b>No School</b> / Pays for staff opening day
September 29	<b>No Kindergarten</b> Pays for August 10
October 2 - 6	<b>No School</b> / Fall Break
October 17	Fall Harvest Program <b>MT Glow Worms</b>
October 19	Fall Harvest Program <b>WT Glow Worms &amp; Pre-Kindergarten</b>
October 20	Fall Harvest Program <b>Kindergarten</b>
October 26	Parent / Teacher Conference <b>Pre-Kindergarten</b>
October 27	Parent / Teacher Conference <b>Kindergarten</b>
November 6	<b>No School</b> / Professional Development Day
November 7	<b>No School</b> / Professional Development Day
November 8	<b>No WT Glow Worms. MT Glow Worms will have school this day.</b>
November 14	<b>MT Glow Worms</b> Thanksgiving Program
November 16	<b>WT Glow Worms</b> Thanksgiving Program
November 20	<b>MT Glow Worms</b> Parent/Teacher Conference
November 21	<b>Pre-K &amp; Kndg.</b> Thanksgiving Program, <b>WT Glow Worms</b> Parent/Teacher Conferences.
November 22	<b>No School</b> / Professional Development
November 23-24	<b>No School</b> / Thanksgiving Holiday
December 14	<b>WT Glow Worms</b> Christmas Program
December 19	<b>MT Glow Worms, Pre-K &amp; Kndg</b> Christmas Programs
Dec. 20 - Jan 2	<b>No School</b> / Christmas Break
January 3	Classes Resume
January 15	<b>No School</b> / Martin Luther King Day / Professional Development
January 18	<b>No WT Glow Worms</b> / Professional Development
January 23	<b>MT Glow Worms</b> Parent/Teacher Conference
January 25	<b>WT Glow Worms &amp; Pre-K</b> Parent/Teacher Conference
January 26	<b>Kindergarten</b> Parent / Teacher Conference
February 19	<b>No School</b> / Presidents Day / Professional Development
February 22	<b>NO WT Glow Worms</b> / Professional Development
March 27	<b>MT Glow Worms</b> Spring Program 7:00 p.m
March 29	<b>WT Glow Worm</b> Spring Program 7:00 p.m.
March 30	<b>No School for Kindergarten</b> / Good Friday
April 2-6	<b>No School</b> / Spring Break
April 16	<b>Pre-K Spring Program</b> Mrs. Parrish's Class 7:00 p.m.
April 17	<b>Pre-K Spring Program</b> Mrs. Sabo's Morning Class 7:00 p.m.
April 19	<b>Pre-K Spring Program</b> Mrs. Sabo's Afternoon Class 7:00 p.m.
April 23-27	Kindergarten Achievement Test
May 11	<b>Kindergarten</b> Parent/Teacher Conference
May 14	Last Day for <b>MT Glow Worm</b> Students
May 15	Closing Day for Glow Worm Staff
May 16	Last Day for <b>WT Glow Worm</b> Students
May 17	Closing Day for Glow Worm Staff
May 18	Last Day for <b>Kindergarten</b> Students, <b>Kdng. Program/Graduation 7:00 p.m.</b>
May 21	Closing Day for <b>Kindergarten Staff</b>
May 22	<b>NO Pre-K</b> Professional Development
May 23	Last Day for <b>Pre-Kindergarten</b> Students
May 24	Closing Day for <b>Pre-Kindergarten</b> Staff

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