

# Campbellsville Christian Church Center for Education

(CCCCFE)

**Director: Brenda Parrish**

**302 Lebanon Avenue**

**Campbellsville, KY 42718**

**Phone (270)465-5571**

**Fax (270)465-6660**

**Email: [brendajparrish@live.com](mailto:brendajparrish@live.com)**

# Parent Handbook

**School Year 2010 - 2011**

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.

- 1995 - Afternoon pre-kindergarten class was added.
- 2000 – Upon Regina Cox's resignation, Brenda Parrish took over the position of director.
- 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.
- **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.

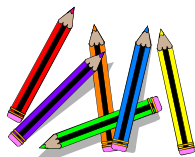


## Glow Worms

- 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: Fire Department, Taylor County Library, Dentist Office, Farm
- Special Events: Fall Harvest Party & Program, Thanksgiving Party & Program, Christmas Party & Program, Valentine Party, Making Muffins, Spring Program, End of Year Celebration at Miller Park (weather permitting)

## Skills Learned

- Fine Motor Skills  
Hold crayons properly  
Coloring  
Hold scissors properly  
Cutting on line  
Gluing  
Water painting
- Gross Motor Skills  
Walk up/down stairs with alternating feet  
Run  
Balance on one foot  
Throw/catch a ball  
Kick a ball
- Conduct  
Follow directions  
Be kind to friends  
Remember to raise hand
- Math Readiness  
Counting 1-10  
Recognize some numbers 1-10  
Counting objects  
Identify shapes  
(circle, square, triangle)
- Listening/Speaking Skills  
Listen when the teacher is talking  
Listen quietly to stories  
Speak clearly  
Answer some questions  
Wait for turn when speaking in a group
- Readiness Skills/Participation  
Participation, following directions, and good behavior during music, art, gym, science



# 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, Circus, 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: Apple Tasting Party, Making Vegetable Soup, Fall Harvest Party & Program, Thanksgiving Party & Program, Christmas Party & Program, Guest Speakers for Community Helpers Unit, Valentine Party, 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 consonant sounds B-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 Party & Program, Thanksgiving Party & 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 CCCCCFE
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 31 of the year attending. Children are also required to be potty trained.
- Pre-Kindergarten students must be 4 years old before October 1 of the year attending.
- Kindergarten students must be 5 years old before October 1 of the year attending.

## REGISTRATON FEES

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

	<u>Supply fee</u>	<u>Workbook/ Book fee</u>	<u>1<sup>st</sup> week's tuition</u>	<u>total</u>
• Glow Worms	\$25	none	\$18	\$43
• Pre-Kindergarten	\$39	\$5	\$35	\$79
• Kindergarten	\$64	\$60	\$50	\$174

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 6 months prior to the beginning of school.

## TUITION

- Glow Worms \$18 per week (2 days per week)
- Pre-Kindergarten \$35 per week (4 days per week)
- Kindergarten \$50 per week (5 days per week)

## TUITION POLICY

Tuition payments are due at the beginning of each week (Monday, Wednesday for W/T Glow Worms). Parents will receive a reminder notice if their child's tuition payment becomes overdue.

You will receive a statement the first week of each month that will show your tuition payments for the previous month.

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

**Please make tuition payments on the first day of the week.** All tuition records will be kept by the director. Payment can be given personally 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 at the week before the last day of class. Notices will be sent home in advance informing parents of the balance due.

## 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 Monday - Thursday
- **Kindergarten** 8:30 – 12:00 Monday through 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.

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 can arrive back at school with more than 15 minutes of class time remaining.

### **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 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.

### **Late Pick-up**

Any student who hasn't been picked up within 10 minutes of their class dismissal time will be taken to Mrs. Parrish's classroom (#105) or to the church office. A late fee of \$3 will be charged for each 10 minutes thereafter, up to \$10 per day.

## 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*. They are listed on the next page. 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
Donuts	Pudding	"Fruit Rollups"	"Fruit Snacks"
			Cupcakes

### 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	MINIMUM REQUIRED AMOUNT
<b>MILK</b>	fluid milk	1/2 cup
<b>FRUIT/VEGETABLE</b>	<b>Juice:</b> 100% fruit juice 100% vegetable juice	1/2 cup
	<b>Whole Fruit:</b> apple or pear banana or tangerine - please peel and put in a container	1 piece
	<b>Other Fruit:</b> applesauce grapes or raisins berries watermelon cantaloupe other fruit	1/2 cup
	<b>Vegetables</b> carrot sticks broccoli or cauliflower tomatoes cucumbers other vegetables	1/2 cup
<b>BREAD/GRAIN</b> <small>must be whole-grain, enriched or fortified</small>	bread	1/2 slice
	biscuit, roll, or muffin	1
	dry cereal	1/3 cup
	crackers	4 whole crackers 1/3 cup of small snack crackers
<b>MEAT OR ALTERNATE</b>	meat/poultry	1/2 oz.
	cheese	1/2 oz.
	egg	half
	peanut butter	1 tablespoon
	nuts	1/2 oz.
	Yogurt	2 oz.

## **PARENT/TEACHER CONFERENCES**

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 the Parent Teacher Conference in May.

## **CLASSROOM VISITS**

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

## **PARTIES**

We will have various occasions for parties throughout the year. Parents will be asked to help furnish refreshments and help supervise the activities of students. Parents who would like to provide special treats for students are to limit the worth of such gifts to 25 cents per student. (Stickers, pencils, suckers, gum, etc.) We will offer opportunities for families to express their generosity by giving to charitable causes such as the Food Pantry and 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.

## **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!

## CLASSROOM VOLUNTEERS

Teachers often ask parents & grandparents to volunteer in the classroom. This help is always greatly appreciated! Volunteers are not allowed to be left alone with any child other than their own unless they have approved background checks. Those include:

- Volunteer Youth Worker Check or Kentucky State Police Criminal Records Check
- **CAN** Check (**C**hild **A**buse/**N**eglect Central Registry Check)

After approval, he/she is then considered an “**Authorized Volunteer**”. The teacher may ask authorized volunteers to assist with short times of classroom supervision, leading students to the gym and the music room, assisting with gym activities, or accompany students to the restroom.

## 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.
- Girls 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.

## 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.
- 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.

## 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 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 downstairs to the basement. The children kneel down facing the walls with arms folded 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 to parents when possible.**

**This of course would not be possible in the event of a power outage.**

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 and Pre-Kindergarten classes 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.

## **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 Statues 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.

## 2010 – 2011 SCHOOL CALENDAR

### Campbellsville Christian Church Center for Education

August 4	Opening day for all <b>staff</b>
August 5	First day for <b>Kindergarten</b>
August 9	First day for <b>Monday/Tuesday Glow Worms &amp; Pre-Kindergarten</b>
August 11	First day for <b>Wednesday/Thursday Glow Worms</b>
September 6	<b>No School</b> / Labor Day Holiday
September 9	<b>No Wednesday/Thursday Glow Worms</b>
September 27	<b>No Monday/Tuesday Glow Worms</b>
September 30	<b>No School</b> / Professional Development Day
October 1	<b>No Kindergarten</b>
October 4 – 8	<b>No School</b> / Fall Break
October 19	Fall Harvest/Costume Party <b>Glow Worms M/T</b>
October 21	Fall Harvest/Costume Party <b>Glow Worms W/T &amp; Pre-Kindergarten</b>
October 22	Fall Harvest/Costume Party <b>Kindergarten</b>
October 28	Parent / Teacher Conference <b>Pre-Kindergarten</b>
October 29	Parent / Teacher Conference <b>Kindergarten</b>
November 1 & 2	<b>No School</b> / Professional Development Day
November 3	<b>No W/T Glow Worms. M/T Glow Worms will come this day.</b>
November 16	<b>Glow Worms M/T</b> Thanksgiving Program
November 18	<b>Glow Worms W/T</b> Thanksgiving Program
November 22	<b>Glow Worms M/T</b> Parent/Teacher Conference
November 23	<b>Glow Worms W/T</b> Parent/Teacher Conference
November 23	<b>Pre-K &amp; Kindergarten</b> Thanksgiving Program
November 24	<b>No School</b> / Professional Development
November 25-26	<b>No School</b> / Thanksgiving Holiday
December 14	<b>Glow Worms M/T</b> Christmas Program
December 16	<b>Glow Worms W/T &amp; Pre-K</b> Christmas Programs
December 17	<b>Kindergarten</b> Christmas Program
Dec. 20 –31	<b>No School</b> / Christmas Break
January 3	Classes Resume
January 17	<b>No School</b> / Martin Luther King Day / Professional Development
January 20	<b>No Glow Worms W/T</b> Professional Development Day
January 25	<b>Glow Worms M/T</b> Parent/Teacher Conference
January 27	<b>Glow Worms W/T &amp; Pre-K</b> Parent/Teacher Conference
January 28	<b>Kindergarten</b> Parent / Teacher Conference
February 21	<b>No School</b> / Presidents Day / Professional Development
February 24	<b>No Glow Worms W/T</b> Professional Development
March 29	<b>Glow Worm M/T</b> Spring Program 7:00 p.m.
March 31	<b>Glow Worm W/T</b> Spring Program 7:00 p.m.
April 1	<b>No School for Kindergarten</b>
April 4-8	<b>No School</b> / Spring Break
April 19	<b>Pre-K Spring Program</b> Mrs. Parrish's Class 7:00 p.m.
April 21	<b>Pre-K Spring Program</b> Mrs. Sabo's Class 7:00 p.m.
April 22	<b>No Kindergarten</b> / Good Friday
May 6	<b>Kindergarten</b> Parent/Teacher Conference
May 9	Last Day for <b>Glow Worm M/T</b> Students
May 10	Closing Day for Glow Worm Staff
May 11	Last Day for <b>Glow Worm W/T</b> Students
May 12	Closing Day for Glow Worm Staff
May 16	Last Day for Kindergarten Students, <b>Kindergarten Graduation</b>
May 17	Election Day <b>No School</b>
May 18	Last Day for <b>Pre-Kindergarten</b> Students
May 19	Closing Day for <b>Pre-Kindergarten</b> Staff

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