



*Community Christian Preschool
Pasadena, MD*

*A Maryland EXCELS Level 3 School
250048*

*Parent Handbook
2021-2022*

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Website: www.ccpaspasadena.org

Facebook page: <https://www.facebook.com/PasadenaCCPS/>

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Community Christian Preschool

The Community Christian Preschool, along with the Community United Methodist Church, provides an atmosphere of love and acceptance in which each child can develop socially, emotionally, and spiritually. Our Preschool welcomes children of all races, religious beliefs, and national heritages. Special needs children are welcomed based on the school's ability to meet the child's individual requirements.

We hope to extend the influence and benefit of Christian teachings to the greater community.

Planning of your child's day-to-day activities assures us that opportunities are provided for the personal development of your child.

Please familiarize yourself with this booklet and all the procedures and policies of the school.

We are pleased you have chosen us for your child's educational experience and we welcome you to Community Christian Preschool.

*Donna Contarino
Director
Community Christian Preschool*

Community Christian Preschool Philosophy Statement

Community Christian Preschool (CCPS) provides an atmosphere of love and acceptance where every child can develop socially, emotionally, intellectually, and spiritually. CCPS offers a developmentally appropriate environment, enriching the lives of children of all races, religious beliefs, national heritages, and various levels of learning abilities. Our goal is to extend the influence and benefit of Christian beliefs and embrace each child and family as important and unique. Our staff balance teacher directed learning activities with child-led choices, allowing the children to explore their own interests and develop new passions.

Open, honest, and positive communication with families allow for our children to blossom and grow. We acknowledge that our families are the children's first and most important teachers. CCPS includes families in every aspect of their child's experiences. We view ourselves as partners with the families to meet each child's early childhood educational needs. CCPS offers many chances for families to be engaged in our programs, from volunteering in the classrooms to student performances. Communication is key to our students' success. Our school is always open to parents.

Each classroom displays families' pictures to help strengthen the home and school connections. CCPS embraces the variety of cultures, nationalities, languages, and family dynamics that our students have at home. Classrooms have toys, posters, art supplies, and books that represent a variety of people and cultures. Our curriculum, Frog Street Press, incorporates English, Spanish, and sign language into every lesson. Frog Street Press includes stories, songs, and customs from different cultures. We invite families and community members into our school to share information about their heritages and aspects of the culture.

Here at Community Christian Preschool, we hope to start the path of lifelong learning in our students. We are honored to help children blossom, watch them grow, and be part of their journey.

Statement of Goals

Our teachers will conduct each class in a professional manner. All activities and interactions will be focused toward your child's education and social goals. All children are welcome to our program. We are committed to supporting the growth and development of your child as we work closely with Infants and Toddlers and Child Find. If your child has a diagnosed disability or special health care need, please share that with us so we can work together to support you and your child.

Educational Goals

- 1. Introduce each child to facts and concepts in the fields of social studies, science, mathematics, language arts and religion. All activities will be level appropriate for their age and experience.*
- 2. Help develop in each child a creative interest and skill through literature, music, art and physical education.*

Social Goals

- 1. Develop self-esteem in each child, building self-confidence, self-control and competence in all areas.*
- 2. Help each child develop satisfying relationships with others by practicing respect, honesty, cooperation, and kindness.*

The objectives listed above will be implemented by the use of books, play/pageants, songs, free play, puzzles, and art projects.

Discipline Policy 2021-2022

Good behavior is encouraged, acknowledged, supported, and praised here at CCPS. Staff and children work together to create clear and developmentally appropriate expectations and focus on success. Parents are kept updated on the expectations and we welcome their help in maintaining the expectations. We are a school family, created with love, care and consideration for others. Everyone belongs and is welcomed at CCPS.

Our staff is trained in early childhood education theories. We believe children thrive in nurturing and positive environments with warm feelings and big hugs. Teachers focus on helping children to understand and label their feeling and how to manage their feelings. Our curriculum, Frog Street Press, uses many techniques from Conscious Discipline to help children manage their feelings. Teachers use calming techniques such as deep breathing, finding a quiet space to calm down, and talking through their feelings. When disagreements between children arise, teachers first allow the children to try to solve their differences. If the children cannot find a solution, teachers will step in to help with problem solving. Teachers will discuss the situation with each child. If a child is using materials inappropriately or having difficulty with peers, the teacher will redirect the child into another area or offer a calming solution. Teachers at CCPS are directed to use calm and positive tones when working with children. We strive to keep our voices low, loving, and positive. Teachers use a gentle touch or a tender pat on the back if a child needs to be redirected. Staff members also use visual cues to help remind the children of the expectations. Teachers wear colorful cards with pictures of expected behaviors as another tool to set clear boundaries.

Our classrooms are designed to encourage children to make choices based on their interests. Community Christian Preschool offers center choices inside such as blocks, sensory table, and dramatic play areas. Outside on the playground, the choices continue where we have child-sized cars, playhouses, sand boxes, and permanent structures to climb on and slide down. We balance teacher-directed activities with child-led choices. Teachers help guide children to learn how to make good decisions. By using the Conscious Discipline principles from the Frog Street Press curriculum, each classroom works to create clear rules, expectations and consequences. Our ultimate goal in our positive guidance is to help children understand behaviors and how their behavior affects the classroom as a family. We believe in self-regulating their behaviors with a supportive and caring adult.

Healthy Food and Nutrition Policy of Community Christian Preschool 2021-2022

Community Christian is a peanut-free school, ensuring the safety of all children. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

- short-term: maximizes growth, development, activity levels, and good health*
- long-term: minimizes the risk of diet related diseases late in life*
- good nutrition contributes to good health and well-being which is vital for positive engagement in learning activities.*

Therefore, staff at Community Christian Preschool model and encourage healthy habits, making sure food and drink are consumed in a safe, supportive environment for all children. Parents and caregivers are encouraged to supply healthy foods for their children at preschool. Children are encouraged eat the healthier items in their packed lunch the first (and to save their treats until the end). This food & nutrition policy has been established after consultation with staff and parents within the preschool community.

Our Frog Street Press curriculum includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health. Children at our preschool will have fresh, clean tap water available at all times and are encouraged to drink water regularly throughout the day. Children will eat routinely at scheduled snack and lunch times. Children and staff will eat in a positive social environment where the staff sit down with the children and model healthy eating habits. At Community Christian Preschool, we provide snacks each day. We strive to make our snack nutritious and fun by choosing whole grain, fruits and vegetables, and healthy dairy. Our program limits the intake of fat, sugar, and salty foods. The children enjoy no-sugar-added applesauce, fresh bananas, and mandarin oranges. Dairy products (like low-fat yogurt and low-fat string cheese) are also offered. Children in the 2's and 3's program who elect to stay after their scheduled dismissal time (for aftercare) will be offered an afternoon snack. We ask parents to provide a healthy, peanut- and tree nut-free lunch with a drink. As the staff eats with the children, they routinely monitor lunches to make sure all food is safe for all children.

Supplementing a child's Lunch:

*In the event a child A) does not bring a lunch to school or B) does not have any items in their lunch of nutritional substance (such as **only** gummy snacks, cookies, and chips): The staff will pull items from the snack supply in order to make sure the child has a lunch that contains protein and is not full of sugary foods. For example, we would offer the child fresh fruit, applesauce, yogurt, and/or cheese.*

Individuals with Celiac Disease and non -celiac wheat sensitivity: It is important for Community Christian Preschool along with the Parent to ensure that you receive accommodations that are necessary for your child. Parents can provide appropriate foods and snacks. All staff who interact with a child along with the parents must provide educational needs to eliminate the use of gluten-containing foods and educational tools, art and craft projects.

Snacks/Lunches

Our students will receive a nutritious snack and water. Sometimes we will have "fun" snacks. If there are any restrictive foods in your child's diet, parents must provide specific information to the teacher/assistant about their child's allergy. If medication is necessary for emergencies, we must receive a medication authorization form provided by the child's doctor, together with an action plan.

Community Christian Preschool does not serve peanuts or tree nuts for snack. Parents should NOT send peanuts, tree nuts (almonds, cashews, etc) or treats made in a facility where nuts are processed. This includes peanut butter.

If your child has any food allergies, please inform your child's teacher immediately. Any parent with a child who has a diagnosed food allergy will be required to provide a suitable food item for their child's snack each day to ensure their safety.

Class Offerings

Two-Year-Old Classes:

<i>DAYS</i>	<i>TIME</i>
<i>Mon/Wed/Fri</i>	<i>9:00-12:15</i>
<i>Tues/Thurs</i>	<i>9:00-12:15</i>
<i>After care/Day</i>	<i>12:00-3:00</i>

Three-Year-Old Classes:

<i>DAYS</i>	<i>TIME</i>
<i>Mon/Wed/Fri</i>	<i>9:00-1:30</i>
<i>Tues/Thurs</i>	<i>9:00 -1:30</i>
<i>After Care/Day</i>	<i>1:30-3:00</i>

Four-Year-Old Classes:

<i>DAYS</i>	<i>TIME</i>
<i>Mon/Wed/Fri</i>	<i>9:00-3:00</i>
<i>Tues/Thurs</i>	<i>9:00-3:00</i>
<i>Mon – Fri</i>	<i>9:00-3:00</i>

Students enrolling in our 2-year-old program must be 2-years-old by September 1st. Toilet training is NOT required, but please dress them in easily removable clothing (ex. NO 1-piece overalls).

Students enrolling in our 3-year-old program must be 3-years-old by September 1st. All students in the 3-year-old program must be toilet trained.

Students enrolling in our 4-year-old program must be 4-years-old by September 1st.

Registration and Tuition

Each year you enroll your child in Community Christian Preschool, a registration form must be submitted along with an annual \$100.00 non-refundable registration fee. Tuition is pro-rated so your monthly payments will be the same amount each month. Tuition payments are due by the first day of each month.

Any cash payments must be delivered to the office by an adult and a receipt must be

obtained. If your payments are not received by the 10th of the month, regardless of what days your child attends school, a late charge of \$25 will be assessed. There will be a service fee of \$25.00 for all returned checks. If your payment is more than 30 days delinquent, the student will be unable to continue attending the school. If you are having any difficulty in making payments, please speak with the director prior to due date. These matters are treated with the utmost confidentiality.

In order for your child to attend school during the month of May, all outstanding fees to the school (late tuition, late fees) must be paid in full by April 30 of the current year.

A 5% discount off of the full year tuition (minus the non-refundable deposit) is offered to those who pay for the entire school year at the time of enrollment.

Families with two or more siblings enrolled at Community Christian Preschool receive a 5% discount off the youngest child's tuition.

I understand that Community Christian Preschool reserves a space for each child enrolled and continues to pay operating expenses. There is no deduction in tuition for absences due to illness, vacation, or holidays. There will be no trading of days. If Community Christian Preschool plans to take an extended time off due to unforeseen circumstances such as Maryland State Closures, Acts of God, etc., Community Christian Preschool will not refund tuition.

School Closings

We follow the Anne Arundel County Public Schools policy for closing dates. If they are closed due to inclement weather, Community Christian Preschool will adhere to the same practice. Please check the status of the school closings on www.aacps.org. If AACPS has a 2-hour delay, CCPS will start at 10:30 a.m. Parents should check Facebook posts and teachers will communicate through their communication apps. It will be each parent's responsibilities to safely transport their children.

Evacuation Site

We have received permission from the county to utilize the Dental FX , located at 8667 Fort Smallwood Road, Pasadena, MD as our evacuation site. In case of an emergency, we will leave our school and be there. Signage will be posted on our door and you will be able to pick up your children at the Dental FX building.

Arrival and Dismissal

Parents and caregivers are asked to walk their child into the Preschool and sign their child in at their classroom.

At dismissal parents must sign their child out. Teachers will dismiss each child separately after they have made eye contact with the parent or caregiver. Parents must alert Community Christian Preschool via email if someone other than the parent will be picking up the child.

Verbal consent is not acceptable authorization and does not comply with school policy.

**If COVID restrictions remain in place at the beginning of the 2021-2022 school year:*

- CCPS will stagger arrival times to limit exposure and allow for physical distancing*
- CCPS will have a car drop-off line in the morning & pick-up line in the afternoon at dismissal.*
- Children will be screened upon arrival for signs of illness.*

Use of Preschool Entrance

*Community Christian Preschool students and parents are asked to use the preschool entrance **only**. All visitors are required to sign in at the preschool office if they are in the building at any time other than arrival and dismissal. This includes when you are picking up a child outside of those times. The safety of your children and our staff is our number one priority.*

Pick-Up Protection

*To ensure no unauthorized persons pick up your child, pick-up by anyone outside of the authorized list in the registration form is **ONLY** allowed with the following: phone call to the school office **AND** a written notice (via email or note in your child's communication folder). Both must be provided in advance before the pick up can be authorized and the person must provide a government-issued photo identification at pick-up. Community Christian Preschool must have a copy of any court order stating that a parent is not allowed to have your child on the days that your child is attending CCPS.*

Late Pick Up Fee

If a parent is late picking up their child, a \$10.00 fee will be assessed after the first ten minutes. The fee will be \$10.00 for every ten minutes and for every ten minutes after.

Parents Are Welcome

Classroom doors at the Community Christian Preschool are always open to our parents and you may observe the class any time. Please notify the Director or Asst Director if you wish to observe.

Parents - Volunteers

If you wish to volunteer in your child's classroom, you must attend one of the volunteer orientation classes we offer. A background check will be performed on each person who volunteers. There is an annual fee of \$25 required to perform this background check.

*For the protection of our children, background checks are performed on all staff and parent volunteers. Should something of concern arise from the checks, the individual affected will be informed. We recognize that false information can appear from time to time. Should that happen, we encourage you to investigate the matter. However, our policy is to not allow that individual to work with the children. CCPS reserves the right to decide the status of all volunteers. **(Due to Covid-19 the Parent Volunteer Program has been suspended until further notice.)***

Discharge Policy

Community Christian Preschool reserves the right to drop or terminate service after consultation with parent or caregiver when the welfare of the child or group would make this advisable. Reasons for discharge may include but are not limited to:

- 1. Lack of parental cooperation*
- 2. Non-payment of fees*
- 3. Continual late pick-up*
- 4. Failure to complete required forms*
- 5. When the Director, at their discretion, believes that the continued service is not in the best interest of the child and/or Community Christian Preschool.*

Student and Parent Records

Student and parent records should be kept current at all times. Please inform the preschool office of any changes in the information as it occurs. This includes change of address, email, cell and home phone numbers.

Health and Emergency Forms

Each child must have a medical form including an immunization record filled out and signed by the child's physician. The emergency form needs to be completed prior to the child's first day of school. These forms are available in the school office.

A child's picture and name may also be listed with their individual food allergies and symptoms as a visual reminder to all staff members and volunteers. If your child develops a new allergy or outgrows a previously listed allergy, please notify the school so we can update our records accordingly.

Health Requirements

Parents should keep their child home from school if they have any serious illness or injury. If a child is not allowed to go outside with his or her class, they should be kept home for the day.

Although no comprehensive list is possible, the following may be considered appropriate reasons to keep a student home from school.

Examples of serious illness or injury

Vomiting within past 24 hours

Temperature of 100 degrees or greater with the past 24hrs

Abdominal pain

*Earache
Head Injury
Adverse medication effects
Suspected fracture
Severe shortness of breath or wheezing
Positive Covid Case within household (per CDC guidelines)*

Examples of possible communicable conditions

*Vomiting within the past 24 hours
Loose stools / diarrhea
Suspected communicable disease
Red, draining eyes
Persistent runny nose with yellow/green discharge or accompanied by a fever
Productive cough accompanied by fever
Undiagnosed rash*

Please notify the school if your child has contracted a contagious disease so we can alert the child's classmates' families to look for symptoms.

In addition, if your child contracts head lice, a note will be required from your child's health care provider stating that there are no live lice or gnats within 1/4" of the scalp. Once they have been cleared, the child may be readmitted to school.

Due to a rule put into effect by the Office of Child Care, a child cannot be readmitted to school after an absence of 3 days or more without a written statement from the parent or physician stating the child may return to his/her regular schedule.

If your child becomes ill during the day, the school will contact a parent. If unable to reach them, a person you have designated as an emergency contact will be called.

For those emergencies requiring immediate medical attention:

Your child will be taken to the nearest emergency hospital in the company of a staff member. Every effort will be taken to contact the parent or an emergency contact who is listed on the emergency form.

Boo Boo Report

In the event of a non-serious injury or accident on campus, first-aid will be administered, followed up by a Boo Boo Report which will be sent home to parents to inform them of the details of the incident. Boo Boo incidents may include: minor cuts, scratches, scrapes, bumps, bloody noses and other non-serious injuries. Parents will be given this form at the time of pick up and a copy will be filed with a parent signature. A call will be made to the parent at the time of the incident.

Staff Members

We are proud of our professional staff at Community Christian Preschool. It is with your child's safety, well-being and happiness that we choose our staff so carefully. All staff members have gone through a thorough required background check by the state and FBI.

First Aid & CPR

Our staff members are currently certified in first aid and CPR.

Dress Code

Your child's clothing should be comfortable, washable, and easy for your child to manage.

We have found that children that are toilet trained can still have accidents. Because of the time it takes to remove articles of clothing, belts are hard for most preschoolers to manipulate on their own; please do not use them on school days.

We will be doing some messy activities such as painting, gluing, and playing outdoors. Please do not have your child wear anything near and dear to your heart.

Please send an additional set of clothes for your child in the backpack each day and change them according to the season. State regulations specify that children may not play on climbing or moving equipment while wearing inappropriate shoes such as slick leather soles, flip flops, clogs, or crocs. Please make sure the children's outerwear is warm enough for outdoor play since all classes go outside each day unless it is raining, snowing or below 32 degrees.

Items to Bring to School

The two-year olds should bring a change of clothes, disposable diapers, wipes, a plastic bag large enough for dirty clothes, and a changing pad if not toilet trained (a receiving blanket is fine) in a backpack each time they come to school. ALL children should bring a LARGE backpack (no mini backpacks, please) to carry home their art projects each time they come to school with a change of clothes as well. No toy weapons or items that could potentially be dangerous are to be brought in for sharing days.

Asbestos Notification

The U.S. EPA Department of Land and Chemical Division requires that we notify you that there is NO asbestos in any of the areas used by our students. This includes the complete Educational Wing, the Sanctuary, the Narthex, and the Fellowship Hall.

Holiday and Birthday Parties

Our approach to holiday and birthday celebrations is joyous and age appropriate. Knowing that any change in a routine can cause anxiety for young children, we are careful to provide fun experiences within the context of the preschool classroom. We celebrate through music, dance, a crown, and a rousing chorus of Happy Birthday sung by their teachers and friends.

Please note that teachers are not permitted to distribute individual invitations for celebrations outside of school. Parents are welcome to distribute invitations to your child's classmates.

Newsletter

Each teacher will send home a monthly newsletter with information such as dates to remember, birthdays, and other important information.

School Pictures

In the fall and spring, a professional photographer will take individual pictures of your child. If you would like to purchase your child's pictures, packages must be prepaid. You will receive the fall pictures back in time for Christmas. Check the school calendar for the date that the photographer will be at school.

Conferences & Child Assessment

At Community Christian Pre School, we use the following assessment tools in our program to monitor children's progress: We make observations during outdoor play, center time, and small group. We use a reference guide for developmental milestones to refer to when making our assessments. Teachers make anecdotal notes on the back of artwork and in the child's writing journal. Portfolios are added to throughout the year in order to provide a collective perspective on how the child has progressed from the beginning of the year to the end of the year.

We use observation to monitor children's progress in the following ways: We observe children during free play, centers, small groups, and outdoor free play. We use this information to help guide the lesson planning process. For example, if a child is interested in playing dinosaurs on the carpet, we might make the dramatic play center a "Science Museum" one month. If a child loves to dig with shovels and load rocks into the toy dump truck on the playground, we incorporate construction trucks into the community helpers and transportation themes.

In our program, developmental checklists are used to monitor a child's progress. This is how the teachers and staff are able to determine if the child is showing a behavior that is consistent with their developmental age. We use the milestone information found

on the website childcare.extensions.org which is a link found on the Maryland Excels website.

Teachers use anecdotal notes (such as the kindness hearts from the Kindness Tree) to re-tell situations to the family. Kindness Hearts are given to a child when they do something kind, helped a friend, or show academic excellence! In our program, portfolios are used to monitor a child's progress. For example, items included in the portfolio include: process art, name writing, photographs, and monthly self-portraits (in some classrooms). Items are added to the portfolio on a monthly basis at a minimum, as we try to balance what is sent home and what is kept in the portfolio.

Observations and ongoing assessments are conducted by Lead Teachers with the input and assistance from the Assistant Teachers. There have also been times when the Lead Teacher asks for additional observation assistance from another teacher (to validate their own observations). The director and assistant director also complete staff observations to ensure the staff are following lesson plans and the curriculum.

Teachers are constantly demonstrating concepts to the students. In return, the teacher monitors for a return demonstration of the concept from the child. Formal observations are done in preparation for parent/teacher conferences which are done twice a year (in October and May). Parents are also welcomed to request a meeting with their child's teacher at any time throughout the school year.

Screen Time

Screen time is reserved for educational movies/short films that coincide with the curriculum. They are limited to under 30 minutes long.

Website

The school's website is www.ccpaspasadena.org. We will not use your child's photograph or name anywhere on the website.