

**COMMUNITY CHRISTIAN SCHOOL**

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Dear Parents,

Welcome to CCS and our wonderful preschool department. Here you will find terrific teachers and staff who are dedicated to your child's well being.

If you are new to our school, we would welcome you to our unique educational family. Not only can your child begin their educational career here, but they actually can continue up through high school!

Throughout the year there will be many exciting events. Parents and grandparents are welcome to join in on these special days, field trips, and of course, our programs. We love parental participation.

So please read this handbook over thoroughly. We believe you will find most of your questions answered. But, if you ever have comment or question, our preschool doors are open to you.

Again, on behalf of our fine faculty and staff, welcome!

Sincerely,

Dr. Kent Austin  
Administrator

Eleanor Ladd  
Assistant Administrator

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## PURPOSE

The Preschool Department of Community Christian School has been established as a service to the families and children of the community. This service has grown from a sincere love for the children and a desire to help them in the proper development and adjustment in our modern world. It is equipped and staffed to give the best possible care for children. The school compliments the values found in a good home by enabling the child to spend a part of his or her day in the world that is child-sized and planned so that he or she can learn to associate with other children of the same age in group activity.

The program offers a flexible schedule to assist the child in the learning process. This includes a time of free, outdoor play on equipment suitable to the child's age, as well as games, creative arts and crafts, learning skills in phonics, math, science and nature observation, rhythm and music, sharing of experiences, and story time.

The children are surrounded by a Christian atmosphere of respect and a loving appreciation for each person and for the many wonders of God's world. Each child is encouraged to progress at his or her own rate towards enriched experiences, self-discipline, and the ability to make choices.

Our aim is to develop the total personality of each child by providing an educational memory of lasting value.

- \* Intellectually - by encouraging an enthusiasm for learning, exploring, and hands-on experiences
- \* Physically - by encouraging movements and play which will develop large and small muscle coordination and motor skills
- \* Socially - by encouraging participation in group activities, getting along with others, and developing a feeling of security and belonging

- \* Spiritually - by a daily time of devotion. Bible stories and songs are included in the day's activities giving each child an awareness of God's love for him or her.

## **STATEMENT OF FAITH**

The tenants of the school shall be the Word of God, which is the final authority as the sole rule of faith and practice, interpreted by the following statement of faith:

We believe the Scriptures, both Old and New Testament, to be the inspired Word of God, without error in the original writings, the complete revelations of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.

We believe in God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ is true God and true man, having been conceived of the virgin, Mary. He died on the cross, a sacrifice for our sins, according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where He is at the right hand of the Majesty on High. He now is our High Priest and Advocate. We look forward to His soon return.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men, regenerate the believing sinner, indwell, guide, instruct, give and empower the believer for godly living and service.

We believe that man was created in the image of God, but fell into sin and is therefore, lost. Only through regeneration (spiritual birth) by the Holy Spirit can salvation and spiritual life be obtained.

We believe that salvation is the free gift of God to be received only by personal faith in the Lord Jesus Christ. In Him all true believers have, as a present possession, the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish.

We believe in the spiritual and academic education of our children and all instruction must have a Biblical Christian perspective to insure the complete education of the child's body, soul, and spirit.

## **ORGANIZATION**

Community Christian School is an independent, non-denominational, evangelical Christian school operated by a parent-elected independent board and is a Florida corporation. Board members must be born again Christians, active in a local evangelical church, interested in CCS and not an employee or spouse of an employee of CCS.

## **ADMINISTRATION:**

Dr. Kent Austin - Administrator

Mrs. Eleanor Ladd – Assistant Administrator

## **SCHOOL EMBLEM**

Eagle

## **SCHOOL COLORS**

Blue and Gold

## **ACCREDITATION AND LICENSING**

CCS is a Participant school of the Florida Association of Christian Colleges and Schools (FACCS), the American Association of Christian Schools (AACCS) and licensed by Pinellas County in accordance with the State of Florida laws and policies.

## **CERTIFICATION**

All faculty and staff in the preschool department of CCS are certified in accordance with the Pinellas County Licensing Board.

## **NON-DISCRIMINATION POLICY**

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

## **DISCIPLINE POLICY**

Discipline is an integral part of the educational process. Discipline often carries a negative connotation. However, without discipline, learning is sharply reduced. Therefore, Community Christian School has set basic guidelines to insure the welfare of each child.

Most correction problems in the Early Childhood level can be effectively handled by the classroom teacher. Often it is simply a matter of discovering the motivation of the child and correcting it. Usually a private talk between the teacher and the child suffices. If the problem continues, “time out” will be used. The child will miss part of an activity. This is very effective.

Should the offense continue, the teacher will contact the parent and attempt to handle the matter in a cooperative effort. Occasionally the Preschool Director will become involved in the process.

It is the firm policy of Community Christian School to never physically discipline a child. If there is a severe problem, the parent may be asked to come to the school and handle it. When all efforts have been exhausted, it may be necessary to remove a child from the school. This would be an extremely rare situation. In accordance with child discipline regulations, Community Christian School prohibits children from being subjected to discipline that is severe, humiliating, frightening or associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.

## **DISPUTES**

All students, parents of students, and guardians of students of this school agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

In the event of any dispute, claim, question, or disagreement arising out of or relating to this PARENT/STUDENT HANDBOOK or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in the prior paragraph,

above, and such PROCEDURES FOR ARBITRATION as are adopted pursuant to the paragraph below.

The PROCEDURES FOR ARBITRATION have been adopted by the School Board. Copies may be obtained in the office.

## **MEDICAL RELEASE FORMS**

All students are required by law to have a current physical and immunization record on file at the school. A Medical Release Form to be used by emergency personnel is also required. No student will be admitted to school without fulfilling these requirements.

## **INJURIES AND ILLNESS**

Should your child be injured, you will be immediately contacted. Sometimes we will ask you to pick up your child. For minor cuts and scrapes we will leave it up to your discretion. **It is vitally important that we have an emergency number in addition to your home and work number.**

Should your child become ill, you will be called. Please pick up your child as quickly as possible, or have someone who can do so. **Do not send your child to school if he or she is contagious or has a fever.**

## **COMMUNICABLE DISEASES**

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted directly or indirectly by a susceptible host or infected person or

animal to other persons. Anyone who reasonably suspects that a student has a communicable disease shall immediately notify the school office.

Examples of communicable diseases are - but not confined to - Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), Amoebas, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Fifth's Disease, Giardiasis, Gonorrhea, Lymphogranuloma Venereum, Leprosy, Hemorrhagic Fevers, HIV, Legionnaires Disease, Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R.ickettsia, Rubella, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever, Head Lice.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the administration may require an independent physician's examination of the student to verify the diagnosis of communicable disease. The school administration reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Head lice and eggs must be completely removed from a child's head before returning to school.

## **PHYSICALS AND MEDICATION POLICY**

Physical examinations are required for all students who will be first time students in a Florida school. Immunization records must be up-to-date. A health certificate must be on file in our office for all students.

It is our policy to never administer any medication. The risk of an overdose, missed dose, side effects, or another child taking the medication, forces us to have this policy.

If your child must take medication, ask the physician to arrange for it to be taken before or after school. Please do not send any medication with your child or ask the teacher to administer any medication.

## **CHILD ABUSE REPORT POLICY**

We at Community Christian School believe that the abuse of a child, whether it by physical, emotional, sexual, or by neglect, is a great evil against the child and against God. The staff at Community Christian School is legally and morally obligated to notify the proper authorities about any suspected cases of child abuse.

## **EMERGENCY EVACUATION**

The route to follow for emergency evacuation is posted in each room. Regular drills will be made to ensure swift proper action in a crisis situation.

## **FINANCIAL INFORMATION**

Registration, tuition, and other financial matters will be settled through the school office. All records and report cards will be withheld until all tuition costs and financial debts owed to Community Christian School have been paid in full. Current price sheets are available through the school office. All families must sign the FINANCIAL AGREEMENT before a student may be admitted. Accounts that become more than 60

days in arrears will be sent to the school's collection agency. Collection fees will be added to the account.

## **WITHDRAWAL - DISMISSAL**

Withdrawals from school must be made in person through the principal's office and the school office. All tuition will continue until parents and the students have completed the official withdrawal form. Records will not be released until all bills are paid and all textbooks and materials have been turned in. To obtain a withdrawal form, please see the school secretary.

Registration fees and materials fees are non-refundable. One half of the monthly tuition rate will be given if withdrawal is before the 15<sup>th</sup> of the month. No tuition refund will be given if withdrawal is after the 15<sup>th</sup> of the month.

A student may be dismissed from school when he or she is found to be out of harmony with the rules and policies of the school. Students who are dismissed from Community Christian School will not be considered for re-enrollment during the current school year. Parents must meet with the administrator before re-enrollment will be considered for the next year.

## **ADMISSIONS AND ENROLLMENT**

Parents wishing to enroll their student in Community Christian School must fill out the STUDENT APPLICATION and submit it with the APPLICATION FEE. At that time their place at CCS is secured. Please note that APPLICATION and SUPPLIES/MATERIALS FEES are non-refundable.

### K - 3

Children enrolled in K-3 must be three years old by September 1. Exceptions to this policy will not be made. The program has been designed to introduce children to a wide variety of learning skills. Sessions are held from 9:00 am to 12:00 pm. Daycare is available from 7:00 am to 6:00 pm and must be arranged through the school office.

### K - 4

Children enrolled in K-4 must be four years old by September 1. Exceptions to this policy will not be made. K-4 is an important preparation for our excellent Kindergarten. The program is especially designed to excite children about learning. Sessions will be held from 9:00 am to 12:00 pm. Daycare is available from 7:00 am to 6:00 pm. and must be arranged through the school office.

## **SUPPLIES AND BOOKS**

### Textbooks

Community Christian School supplies all the textbooks your child will need. As your child finishes each book he or she will bring it home. Some are workbooks and will come home a page at a time. Students in K-3 and K-4 have paid for these books through the SUPPLIES/MATERIALS FEE.

### Bookbag

Every child is required to have a school bag or satchel. This must come to school daily. It is literally our mailbox to the parents. All papers and notes between teacher and parent may be found in this bag. Parents should empty the bag daily. We can keep you informed only if you read notes and check papers.

### Art Shirt

The children are also required to have a large (adult sized) shirt which will effectively cover clothing during art projects.

### Change of Clothes

A change of clothes should stay at school in case an accident to clothing should occur. Please mark them with your child's name.

### Nap Supplies

Children who stay after 12:00 pm will have a rest period daily. Cots and mats are provided. We suggest each child have a small blanket, pillow, and a small stuffed animal for rest time.

## **LUNCHES AND "FRUIT BREAK"**

Children need to bring their own lunches if they are staying after 12:00 pm. Lunches should include items that are nutritious to the child. Each child also needs a fruit for "fruit break" in the morning. Fruit roll-ups and other such food items are satisfactory for lunch, but snacks must be fresh or canned fruit. Please send in the necessary fork or spoon.

## **DRESS POLICY**

Children in the Preschool Department of Community Christian School should wear modest, comfortable play clothes. Tennis shoes are preferred. Socks must be worn at all time.

## **ARTICLES PROHIBITED**

- \* Students are not to bring toys to school. Invariably they become lost or broken. The teacher will have a weekly Show and Tell Day (usually Friday) when the child may bring one item to display.
- \* Toy weapons are not permitted.
- \* Books and records may occasionally be brought according to the discretion of the teacher.
- \* No cough drops or chapstick.

## **FIELD TRIPS**

The children will take various educational trips throughout the year. Transportation is generally by car pool. Parents are asked to sign up to drive for at least two field trips a year. Parents driving must show a valid driver's license and proof of insurance. While CCS carries accident insurance on all students, it must be understood that the school's policy is secondary and the driver's company is the primary insurer.

## **ARRIVALS AND DEPARTURES**

Parents should take care that their child arrives at the correct place each morning. It is easy for young children to become distracted. Please walk your child to class.

The teacher will inform you where your child can be picked up each afternoon. Children will only be released to legal guardians. If a parent or family friend is to pick up the child, the school must be informed IN WRITING.

If a child needs to be picked for a dental or doctor appointment or for other reasons, the parent must sign the child out through the school office.

Please observe the traffic flow pattern for arrivals and departures. Please do not park in spaces designated for the handicapped without the right to do so.

## **TARDINESS**

School begins promptly at 9:00 am for preschool. Please allow your child at least five minutes to get settled each morning. It is extremely distracting to have a child enter the class while the teacher is in the middle of a lesson. If your child is late, please go through the school office before entering the class. Consistent tardiness will not be tolerated.

## **ABSENCES**

When a child misses school, he or she misses part of the teaching that is built upon daily. For this reason, we discourage unnecessary absences. In the event of an absence, please send a note to the teacher when the child returns.

## **SCHOOL PROGRAMS**

The pre-school department has an active roll in the school's annual Christmas program. Also, smaller programs are done throughout the year to which you will be invited.

## **HOLIDAYS**

Community Christian School will NOT offer care on the following holidays: Labor Day, Thanksgiving, Christmas, and New Year's Days. Other days off will be found on the annual school calendar. CCS will try to offer daycare during school vacations and other days off if possible.

## **PARENT VISITS**

Community Christian School has an open door policy. Parents are permitted to see what is going on in the classroom at any time. We ask, however, that you be considerate of the teacher and her responsibilities. Also, we ask that you check in with the school office when coming to observe your child's class. All parents are welcome in the school. However, when a visit to the classroom is necessary, please come to the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** The secretary will be happy to assist you in any way possible.

If you need to talk with the teacher, either arrange a time before-hand, or call him or her. The teacher has many responsibilities to your children and does not have time for long conversations immediately before or after school.

## **PARENT-TEACHER MEETINGS**

A required orientation meeting will be held just before school begins. You will have the opportunity to meet your child's teacher and see the classroom. During the school year

each teacher will set up either a home visit, or a conference to discuss your child's progress. Your child's teacher is here for you and your student. Call on them whenever you have a question throughout the school year.

## **REPORT CARDS**

The purpose of the reporting system is to give parents an accurate indication of the progress the child is making. Each student is evaluated in two areas: academics and citizenship. The academic grade is based upon class work. The citizenship grade reflects attitudes and conduct. This is, in a Christian school, an important part of the report card.

## **LOST AND FOUND**

Please label any item not directly attached to your child. If it is found, it can be easily returned. A table is placed in the hallway where lost and found items may be picked up.

## **CHANGE OF ADDRESS**

The school office maintains a file of necessary information in case of emergencies. Any change of address, telephone number, or employment should be given to the school office as soon as possible.

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