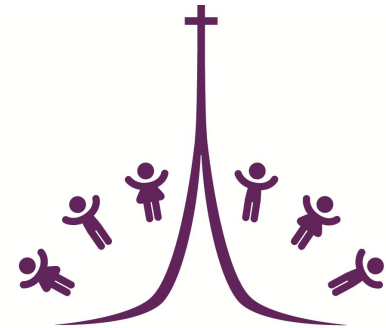


PARENT HANDBOOK



Christ Memorial
Christian Preschool

Revised August 2013

I. Name

Established in 1978, Christ Memorial Christian Preschool is a nonprofit that is sponsored by the Christian Education Committee under the Session of Christ Memorial Presbyterian Church, 6410 Amherst Avenue, Columbia, Maryland.

II. Statement of Beliefs

We believe the Bible to be the inspired Word of God.

We believe in the Triune God—Father, Son, and Holy Spirit.

We believe in the Lord-Jesus Christ, the Son of God, and Savior of sinners, upon whom we rest alone for our salvation.

We believe in the resurrection of the body and the life everlasting.

III. Mission of the Preschool

Our mission is to provide an education for all children without discrimination of race, creed, or denomination, whose parents agree to the teaching of their child according to the Statements of Beliefs above. This quotation from the Bible expresses the philosophy and purposes of our school:

Proverbs 22:6 *"Point your children in the right direction ~ when they're old they won't be lost."*

Christ Memorial Christian Preschool strives to do this by leading each child into a closer relationship with God through a sound basic educational program. Of course, parental cooperation is crucial in this task.

Point your children in the right direction ~ when they're old they won't be lost. Proverbs 22:6



NOTES

The staff of Christ Memorial Christian Preschool agree that the following Biblical principles are their purpose for being at Christ Memorial Christian Preschool:

Deuteronomy 6:6-7—*"Write these commandments that I've given you today on your hearts. Get them inside of you and then get them inside your children. Talk about them wherever you are, sitting at home or walking in the street; talk about them from the time you get up in the morning to when you fall into bed at night.*

Matthew 28:19-20—*"Go out and train everyone you meet, far and near, in this way of life, marking them by baptism in the threefold name: Father, Son, and Holy Spirit. "*

The educational program of Christ Memorial Christian Preschool strives to prepare each child for life here on earth and teach him to see God's Word and Will in all things both concrete and abstract.

IV. Preschool Goals and Curriculum

Our goal is to help children grow at their own rate, in all areas of development, and to help them make a smooth transition into kindergarten. Using The Creative Curriculum® our daily lessons cover all areas of a development:

- Physical Development: We help each child develop and care for the body God give them, and to be strong and healthy through daily exercises, games and the teaching of good health habits. Through activities children develop both fine and gross motor skills.
- Social/Emotional Development: We encourage each child to develop the attitude that God has made man to love and be kind to one another. With this in mind the child develops a loving, sharing, and respectful attitude toward others.

We assist each child in using his imagination, thinking creatively and adjusting to new situations. Children will learn to follow directions as well as class routines and rules.

- Cognitive Development: Problem solving, logical, representational and symbolic thinking are areas of development in this realm. Each child grows at an individual pace in this area. We help each child develop his mind to its fullest through activities and instructional materials specifically designed for this purpose.
- Language Development: We provide an environment in which children learn to use words to express thoughts; understand and follow directions, identify letters, and participate orally.
- Spiritual Development: One of our main goals is to familiarize each child with the teachings and words of the Bible. We hope to guide and direct her to be a good, practicing Christian in her daily life. There are spiritual teachings in all aspects of the basic program.

General Content: During all times of instruction and in all areas of learning, the children are made aware that God is our Creator and that Jesus came to save us from our sins. Many cognitive skills are taught with reference to Bible stories and the Bible and Biblical principles in general.

Areas of content include:

- Constant awareness of the basic reading, math, and language skills through direct and concrete activities and indirect instruction.

schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. The plan contains information on our inspections, re-inspection, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress.

G. Emergency Action Plan

Everyone hopes that they will never have to face a serious emergency, especially when caring for children. But such emergencies do happen. To prepare for emergencies and to safeguard our students and staff an EMERGENCY ACTION PLAN has been formulated. To assist the staff in carrying out our plan it is important that parents provide the school with any changes in contact information.

H. Nutrition and Physical Activity Policy

As part of our participation in the Healthy Howard Initiative we have a nutrition and physical activity policy. This policy is posted on our website and information board.

form car pools. We use carpools to get to and from field trips.

1. All car pool members must have proof of proper insurance coverage
2. Car pool drivers will ensure each child is properly seated in an approved car seat.
3. Car pool drivers will insist on good discipline from the children involved.

B. Observing Classes

Parents are encouraged to observe classes during the school year. However, expect your child to act differently than he does when you're not there.

C. Parent Involvement

Parents with special talents, skill, hobbies, etc., are encouraged to share them with us at any time. There are other opportunities to volunteer as described on page 9.

D. Insurance

Christ Memorial Presbyterian Church carries liability insurance that covers each child while attending school.

E. Field Trips

Parental assistance with driving and chaperoning is needed on field trips. When assisting on field trips, we can not accommodate siblings since it is the parent's responsibility during the field trip to help supervise the children in his or her care.

F. Asbestos Management

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos in public and private elementary and secondary

- Unit topics are used to cover "God and Me, My Family, My Neighborhood and My World". Under each of these broad topics many areas are enlarged upon.

V. Enrollment

A. All children whose parents are in agreement with the teaching of the Statement of Beliefs and Goals are welcome to attend Christ Memorial Christian Pre-school. Registration is held each February with current students having priority.

B. Entrance Requirements

For entrance at any time during a school year, a child must be three years of age by September 30 of the current school year. All children **must be toilet trained** before entrance is permitted.

C. Health Requirements

A physical examination for all children entering school is required. This examination is to take place no sooner than twelve months prior to school's opening. Immunizations must be current and proof is required before the child enters.

Due to consideration of the child and lack of equipment to handle certain handicaps, the Preschool Board and the Director may admit children with physical handicaps after consideration of the handicap.

VI. Parent's Responsibilities

A. Absences

Children with colds, fevers, or signs of contagious diseases are expected to remain home from school. If a child has a contagious disease or is out of school for longer than three days, notify the Director, in the event other parents need to be informed. When a child is absent a note explaining the absence is needed upon return.

B. Clothing and Personal Belongings

Boots, coats, sweaters, etc must be plainly labeled with the child's name. Each child should be dressed for school. Long pants, shorts and play clothes are suitable. No sandals, flip flops or crocs are permitted. Appropriate dress for outdoor activities, when weather permits, is expected. Outdoor play is required.

C. Towel

Each three-year-old will bring a towel large enough to rest on. Please label with your child's name.

D. Show and Tell/Sharing

Each month specific theme items are requested for show and tell, which complement the units. Sharing is of a spontaneous nature. All items brought to school are to be labeled with your child's name.

E. Birthdays

Birthdays are recognized in a simple but appropriate manner. Store bought cupcakes or cookies may be brought to school; however, the teacher shall be notified in advance. You may want to present a book to the school. It will be shared on the birthday and then added to the school's library.

E. Refunds for Illness

Tuition is not refunded for illnesses or temporary absences.

F. Failure to comply with the policies, procedures, or payment plan is sufficient cause for the Preschool Board to ask for withdrawal of your child from the school.

IX. School Staff

A. Selection and Number

The Director and Preschool Board selects the staff of Christ Memorial Christian Preschool. Each staff member is expected to be of professed Christian Faith and have a strong Christian character. The guidelines of the Maryland State Department of Education are considered in selecting staff. There is one staff member for each 7.5 children.

B. Members of the Staff consist of:

- Director
- Teacher
- Teacher Assistant

All staff are in compliance with Maryland state regulations and CMPC child protection policy. In addition, they go through a state and federal background check as a requisite for employment.

X. Miscellaneous

A. Car Pools

The school does not provide transportation. Car pools are suggested and the school can give assistance in helping to

VIII. Financial Procedures

A. Registration Fee

A non-refundable fee is required to register your child in Christ Memorial Christian Preschool.

B. Tuition

Tuition is paid monthly by the 10th day of each month, unless other arrangements are made beforehand.

Tuition may be paid by check or money order made payable to Christ Memorial Christian Preschool. Tuition may be put in the tuition box at school or mailed to the school. **A late fee of \$10 is charged if tuition is not received by the 10th day of the month.**

Failure to pay tuition by the fifteenth day of the month is just cause for the Board to ask for removal of your child from the school. **Note: May's tuition must be paid in full by the 10th day of December.**

C. Mid-month enrollment

Any child enrolled prior to the fifteenth of the month will pay the entire monthly tuition. If enrolled after the fifteenth of the month one half of the tuition is due for that month.

D. Withdrawal

There is no tuition refund for the current month of withdrawal unless it is an extenuating circumstance. Notification of withdrawal shall be in a written statement to the Director at least two weeks prior to withdrawal. The Director and the Preschool Board will consider refunds of tuition for extenuating circumstances on a per case basis.

F. Snacks

A snack and drink are served daily. Parents rotate providing snacks and drinks for the class. As part of our participation as a Certified Healthy Childcare site, healthy snacks such as low fat milk, water, 100% fruit juice, celery, raisins, apples, crackers, etc. are strongly encouraged. A monthly schedule for snacks is posted prior to the beginning of the month. If you cannot provide snack when it is your turn, it is your duty to find a substitute.

G. Messages

The teacher cannot accept verbal messages. Please provide a written note.

VII. Operations Regulations

A. Preschool Board

The Preschool board consists of the Director, and a minimum of 4 other members representing various aspects of the church's ministry. The board meets a minimum of 4 times a year to assure the school functions properly. The board, may invite parents to serve as part of an advisory group for the purpose of gaining greater insight and suggestions for improvement.

B. Program and Student Concerns

All concerns about the curriculum or your child should be brought to the attention of the Director or your child's teacher. Please make an appointment to discuss these matters. Please refrain from discussing them during school hours, as the teacher is concerned with all the students at that time. Regular conferences are scheduled in October and March of each year; however, teachers always welcome conferences. If needed, the teachers can schedule conferences at more frequent intervals.

C. School Times

1. School begins the day after Labor Day in September and ends on the last weekday prior to Memorial Day, unless otherwise noted.
2. All morning sessions are from 9 a.m. to Noon. In the event there are afternoon sessions they will take place from 1 p.m. to 4 p.m.

Arrival

Children will arrive no more than five minutes before starting time. All children will be escorted to the classroom by a parent. Great effort should be made to ensure that children arrive on time as tardiness affects their preschool day.

Dismissal

Children are dismissed at Noon. Please wait at the classroom door for your child. Each child is dismissed individually. If someone other than the parent is picking up, please inform the teacher via a note

It is important that you are prompt in picking up your child. Children become distressed when not called for on time. A monetary fine of \$10 for every 5 minutes will be imposed for constant lateness and will be paid directly to the teacher.

3. School Schedule

The school follows the Howard County Public School schedule except for in-service days, Jewish Holidays, and Election Day. These are normal school days for us. If Howard County Schools are closed due to weather, we are also closed. If HoCo. Schools are delayed for either 1 or 2 hours we will open at 10:30 and close at 12:30. The afternoon

sessions are held unless schools are closing early due to weather. You will be informed of other Emergency closings via the Telephone Committee.

D. Meetings

A Parent meeting is held the Thursday prior to the Labor Day weekend. It is important that at least one parent attend. This meeting is for parents only. Other meetings are held as needed or desired. Parent teacher conferences are scheduled in October and March of each year.

E Volunteer Opportunities

Below are some opportunities to help in the school. Sign up sheets will be available at the parent meeting.

- Snack Parent-a parent from each class who sets up a monthly rotating snack schedule.
- Telephone Parent- a parent from each class to contact parents in case of emergency closings, messages, and meetings.
- Equipment Committee- makes repairs and keeps equipment in good order.
- Housekeeping Committee- washes smocks; doll clothes, small toys, and helps with periodic cleaning of rooms.
- Program and Field Trip Committee- Based on input from teachers arranges field trips, demonstrations, speakers, etc. Assists with arranging drivers for class trips and obtaining copies of their insurance and driver's license.
- Picture Parent- Periodically takes digital pictures of the children during field trips, programs, etc.
- Recycle Parent- Collects and disposes of ink cartridges and cell phones through a recycling program.
- Scholastic Book Parent- Collects, orders and distributes Scholastic Books.