# **Calvary Christian Academy**



# Preschool Parent Handbook

1771 E. Palomar Street Chula Vista, California 91913 (619) 591-2260

www.ccaknights.com



Dear Families,

Welcome to Calvary Christian Academy Preschool. We understand that decisions made regarding your child's education are among the most important that a parent makes. We are delighted that you have chosen to bring your child here. CCA is dedicated to providing a Christ-centered, safe and loving environment for your child's development.

Please take the time to read this updated handbook as it will provide valuable information regarding our school culture, policies and the unique precautions and practices we are taking for COVID-19. Our dedication is to the holistic development of our children through structured academics and age-appropriate play, with the health and safety of our community at the forefront.

If you have any questions, please feel free to speak to your child's teacher directly or to the Director. We pray that your time here at CCA will be a fruitful and awesome experience.

Your Servant in Christ,

Jennifer Greenawald

**Early Education Director** 

Serif Seenandeld

(619) 591-2260 ext.336

jgreenawald@ccaknights.com

#### **PHILOSOPHY**

Welcome to Calvary Christian Academy. You have enrolled your child in a center that honors God. Our teachers' purpose is to teach and demonstrate God's love to your child in a nurturing environment. Your child will see who God is and feel God's love. Your child will learn what God requires of His children.

The foundation of CCA is the development of compassion and respect. We turn to God's Word for instruction and look to Jesus and His love for all people. Looking at Samuel, who was given to Eli to be taught and trained up in ways of the Lord, we see that God's Spirit will work in the hearts of all who seek Him. We incorporate this insight into our philosophy of teaching.

# Train up a child in the way he should go, and when he is old he will not depart from it. Proverbs 22:6

The children that are entrusted to our care at CCA will be taught loving and godly characteristics to prepare them for dealing with everyday situations. Our staff carefully plans activities to guide your child to specific learning goals which lay the foundation for further education. In a child-centered, age-appropriate environment, your child will participate in a variety of activities that will encourage development in spiritual, social, emotional, language and motor skills.

#### **MISSION STATEMENT**

Calvary Christian Academy exists to educate thinking disciples who seek truth through an ongoing, interactive relationship with Jesus Christ. CCA Pursues this by partnering closely with parents in the biblical training of their children. CCA seeks to honor God by providing a solid liberal arts education, taught from a biblical worldview, enabling each student to flourish in vocation while representing the transformational power of Jesus Christ in the world.

# **Our Statement of Faith**

We believe:

- 1. In one God, the creator and sustainer of the universe, eternally existent in three persons: Father, Son, and Holy Spirit.
- 2. In the divine inspiration, infallibility and final authority of the Bible as the Word of God.
- 3. In the uniqueness of man, by virtue of his special creation in God's image, and his responsibility to understand and master the world to the glory of God.
- 4. In the unique Deity of the Lord Jesus Christ, the incarnate, virgin-born Son of God.
- 5. In the representative and substitutionary death of our Lord Jesus Christ as the necessary atonement for our sins.
- 6. In the resurrection of the crucified body of our Lord and that blessed hope, His personal return.
- 7. In the power of the Holy Spirit in the work of regeneration and His continuing work in the heart of the believer.
- 8. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.
- 9. In the spiritual unity of believers in our Lord Jesus Christ.
- 10. That God wonderfully and immutably creates each person as male or female, and that these two distinct complementary genders together reflect the image and nature of God.
- 11. That God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
- In the sanctity of human life and that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).

# Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Calvary Christian Academy's (CCA) faith, doctrine, practice, policy, and discipline, our School Board is CCA's final interpretive authority on the Bible's meaning and application.

#### **BEGINNING & ENDING OF SCHOOL DAY**

Each time you deliver your child/children to the school and pick them up from school, you must sign your full name (**must be legal signature**) and the correct time. Children will not be released to an unauthorized person. The adult bringing the child to school must make contact with the teacher prior to leaving the classroom. Signing in and out is mandatory. A **charge of \$15 for no signature and \$15 for no time written in will be imposed for those who do not comply with this rule.** 

No child is to be left unattended or left with someone other than a CCA preschool teacher. It is necessary for your child to be picked up on time, whether your child goes home at 12:30 pm or 6:00 pm. A late charge of \$1.00 per minute will be charged.

In the unforeseen event that you have not picked up your child by 6:00 pm, and the closing teacher has attempted to contact the parent and all listed emergency numbers, the following measures will be put into practice:

- 1. The Chula Vista Police Department will be called to pick up the child.
- 2. Continual lateness and/or non-payment of late fees will result in the suspension and /or dismissal of the child from CCA.

#### **GOALS**

Spiritual: To love and honor Jesus Christ as our Lord and Savior. To understand the love that He has for us and that we are to love one another as the Word of God tells us to do.

Social: As God directs, your child will begin to develop a caring attitude towards others. Children will develop self-discipline through the teaching of God's Word and will learn to make wise choices within the program.

Emotional: The children will be exposed to experiences and persons who foster Christian values and concepts. The teacher will verbalize God's love through songs, stories, prayers and conversations, conveying God's orderly plan for the world and for our need to love one another.

Cognitive/ Intellectual: The children will learn to build skills which will be useful throughout life; listening, language, development and understanding. Children will also learn concepts of size, shape, space, color and distance. They will also be encouraged and involved in other learning tasks of life such as discovering, reasoning, remembering, experimenting and generalizing.

Physical: The children will have opportunities for growth and skill building in large and small motor muscle development. We allow free time within the program for using equipment freely.

### **BASIC SCHEDULE:** Monday through Friday

Part-time: 8:00 am - 12:30 pm Full-time: 6:30 am - 6:00 pm

Late Care: 4:00-6:00 pm (no additional fee)

In order to meet the needs of the class, please make every effort to bring your child in on time each day. Check with your child's teacher to know when their academic portion of the day starts. This is different for each age group.

#### **ADMISSIONS REQUIREMENTS**

All children must have a copy of their up-to-date immunization records on file at their time of admittance. All immunizations must be completed within ten (10) days of enrollment.

The following are required before the child can begin preschool:

- A copy of most current immunization records (California yellow form)
- A current physician's report
- A copy of the birth certificate.
- All licensing pages from the online registration.

#### **ANNUAL FEES** Includes Materials

Application Fee.....\$25.00

Registration.....\$200.00 (subject to change)

# **SCHOOL POLICY**

There is an initial fee of \$55 when you sign up for FACTS.

**There is a \$25 charge for all returned checks.** Additional fees may occur for non-payment to FACTS. The program operates on a monthly schedule with tuition due on the  $5^{th}$  or the  $20^{th}$  of each month.

There is no reduction for illness, vacation or holidays.

# Payments - Late and/or Returned Checks

- 1. If payment collection attempted by FACTS is not received, a late fee of \$30 is collected by FACTS.
- 2. Returned checks In the event a check (non-tuition payment) is returned to the school from the bank, we will notify you and charge you a \$25 NSF fee. The administration reserves the right to ask that future payments be made in cash, money order or cashier's check.
- 3. Multiple non-payments can result in a financial suspension of the student until the account is paid.
- 4. Outstanding balances will be collected by FACTS tuition unless they are paid to the CCA accounting office during a specified time.

It is imperative that you notify the school with the minimum of a two-week notice if you plan to withdraw your child from CCA Preschool. Please see the Admissions Contract.

<sup>\*\*</sup>Families are not permitted to remain on campus at pick up to converse or play with other families.

# **Toy Reminder**

Please remember to keep toys at home as we do not want them to get lost or destroyed. If a toy is brought from home; we ask that you remind your child that they can give it to you and it will be safe in the car waiting for them at the end of the school day.

#### **GENERAL INFORMATION**

Late care phone numbers are: (619) 591-2260 Ext. 345

Website: www.ccaknights.com

Children's articles of clothing (hats, jackets, sweaters, etc.) should be embroidered or labeled with your child's name. CCA is not responsible for lost uniform items.

The children are constantly discovering and exploring new things. Sometimes the children may get messy and/or wet. We appreciate clothing and shoes that are easy to remove in the restroom. At all times, please keep one complete change of clothing including two pairs of underwear in your child's cubby.

### **COMMUNICATION**

Be on the lookout for notices when you sign in. Information about dress up days and other pertinent information will be posted on or around the sign-in sheet and in your child's correspondence. Each class has a business card for your child's teacher. Be sure to pick one up as it gives you their email address, which is the easiest way to communicate with them. Be sure to become familiar with CCA's website. <a href="https://www.ccaknights.com">www.ccaknights.com</a>

#### **NAPS**

Our full-time students have a rest period after lunch from 12:30PM-2:30PM. If you enter the classroom during this time, please do so as quietly as possible. This period is required by the State of California. Children are required to bring a crib-size blanket. All sleeping items must fit **in** your child's cubby. This stays in your child's cubby and MUST be taken home at the end of each week to maintain hygiene. It is to be laundered and brought back on Monday. We do not allow drop-in napping unless it is an emergency. The charge for this is \$15 and you must have approval from the Director.

# **DO YOU KNOW JESUS?**

CCA preschool has no religious requirements for the families who attend here. We consider this an opportunity to minister and to share the Word of God with all who come through our doors. If you feel the desire to know more about Jesus, and how to have a personal relationship with Him, please do not hesitate in seeking counsel with the Director, one of our Pastors, or teachers on staff.

Ask, and it will be given unto you; seek, and you will find; knock, and it will be opened to you, for everyone who asks receives, and he who seeks finds, and to him who knocks it will be opened. Matthew 7:7-8

# **SCHOOL HOLIDAYS**

New Year's Day January
Martin Luther King Jr. January
President's Day Weekend February
Spring Break (1-2 weeks) March/April

Memorial Day May
Summer School Prep Days (3 days-1 week) June
Independence Day July
CCA Staff Training\* (1 week) July

Labor Day September

Columbus Day/ Indigenous People's Day October

Veteran's Day November
Thanksgiving Day Week November
Christmas (2 weeks) December

### **ENROLLMENT**

CCA preschool accepts all children ages 2-5 years old, within enrollment limits, regardless of race, religion, sex, color or national origin. The school, however, is **not** equipped to meet the needs of children who cannot benefit from a group experience. We require that children be fully potty trained prior to enrollment (exception of two year olds only).

Cal.Ed.Code 8489.1 - Prohibitions on expelling and unenrolling children; prohibitions on suspensions of a child; recordkeeping;data.

https://casetext.com/statute/california-codes/california-education-code/title-1-general-education-code-provisions/division-1-general-education-code-provisions/part-6-education-programs-state-master-plans/chapter-2-early-education-act/article-24-expulsion-and-suspension-procedures-in-childcare-and-development-services-programs/section-84891-prohibitions-on-expelling-and-unenrolling-children-prohibitions-on-suspensions-of-a-child-recordkeeping-data

#### TWO YEAR-OLDS

Non potty trained 2 year-olds will need to have diapers and wipes brought in each Monday and put into their cubbies.

# **NUTRITION POLICY**

During the beginning of a child's life, nutrition plays an integral part in their cognitive, emotional, physical, and behavioral development. At Calvary Christian Academy Preschool, we seek to support our

<sup>\*</sup>Due to the Modified Calendar change, some holidays are subject to change. Please visit our website at **www.ccaknights.com** for the actual school calendar that lists the exact dates we are closed and all school events and is updated regularly. This Calendar will also be posted in the classroom.

families by serving nutritious snacks to expand your child's pallet. We believe that the formative years are imperative to educating our students in healthy eating habits. As a staff, we have gone through various training and reached the conclusion that both the snacks and lunch from home impact your child's health on a daily basis. The following nutrition guidelines are going to be enforced preschool-wide, regardless of the source of the food. Please keep an eye out for any allergy posters or letters sent from your child's teacher and help us keep our classrooms safe for all of our students.

#### Snacks

Due to multiple food allergies with our students; we will not be providing snacks. We do ask families to pack two additional snack items in your child's lunchbox each day. Please make sure fruits and/or vegetables are one the additional snacks provided for your child.

#### Lunches

You know what your child likes to eat best. We encourage you to provide an adequate amount of healthy fat, fiber, protein and fresh produce in every meal. At this age, your child should experience a variety of foods daily. It is important for your child to have healthy options to fuel their busy days and developing bodies. Please do not include excessively sugary treats or desserts like whole slices of cheesecake, bags of candy, multiple bags of chips/crackers or anything that would inhibit your child's ability to nap immediately after lunch time. We are not against all treats, but ask kindly that they are limited to one small item. Teachers will not allow dessert-type items to be eaten until their healthier options are consumed first. Children should be drinking water or milk from cups or sippy cups. No bottles are permitted for preschool students as it impairs speech development and promotes tooth decay. Please note that there is an option for a hot lunch program at this time. This program does cost extra if you choose to use it and is provided by outside vendors. You will be able to locate the ordered hot lunch program on your parent portal. These lunches must be ordered a full week ahead.

#### Class Parties

We love celebrating your children's birthdays here at school. If you would like to provide a treat for your child's class, we ask that you provide individually wrapped sugar-free popsicles. Due to student allergies, we will not be allowing homemade or family-style food items to be shared with the class.

\*\* If your child has any food allergies, be sure to notify the School Office and the child's teacher.

#### HEALTH

If your child has a fever or displays other symptoms of illness while at school, you will be notified. **You must pick your child up within the hour of being called.** Please report absences and all cases of communicable diseases (including and not limited to COVD-19, lice, hand-foot-mouth, pink eye etc.) to the Director. For the safety of all children, those with symptoms of illness may not attend until they are completely well. Your child must be free of medication and symptoms such as fever, vomiting and diarrhea for **24 hours before returning to school.** If your child is limited by allergies, please notify the Director. Please notify the school if your child becomes ill so that we may give notice to others. If medication is required to be administered while your child is at school, our medical permission form will

need to be filled out by you and your Doctor. We must have the prescription label attached to the medicine. Permission form and medication must be given to the Director.

# Current Childcare Guidelines for Covid-19 Isolation and Exposure

https://www.cdph.ca.gov/Programs/CID/DCDC/pages/covid-19/child-care-guidance.aspx

Please know we thoroughly clean the classrooms every day along with making sure all children and staff are maintaining health standards in accordance with our health policy and monitoring symptoms for Covid-19.

### **INCIDENTAL MEDICAL SERVICES POLICY**

Calvary Christian Academy Preschool bears the responsibility of some incidental medical services provided for students in our care such as the handling of prescription and non-prescription medications and providing other care as outlined in the section below. We reserve the right to accommodate and provide this care on a case by case basis depending on the availability of staff, resources and nature of medical service. Teachers and staff will call parents and/or 911 whenever an incident is a life-threatening emergency or requires immediate medical attention.

In the event that a student should need health-related services provided by CCA staff during school hours, the following guidelines must be followed as specified here.

### **General First Aid**

All first Aid supplies will be stored out of reach of children. This will include tweezers, topical ointment and creams, band aids, thermometer and ice packs. These items will be available in each preschool classroom, on the preschool playground teacher cart and in the main school office. All teachers or staff will be currently certified in CPR/FA. Teachers and staff will maintain universal precautions while providing first aid and will fill out a medical notification form ("ouch report") anytime a child receives any health-related service.

CCA		MEDICAL NOTIFICATION  "Not by might nor by power, but by My Spirit says the Lord of hosts." Zechariah 4:6		1771 East Palomar Street Chula Vista, CA 91913 (619) 591-2260	
STUDENT NAME		GRADE	DATE	TIME	
Dear Parent or Guard Your child was not v	SCHOOLSCOPER	cause of the following:			
Your child was not v □Cold/cough □N	vell at school today be ausea □Fever □He	cause of the following: eadache □Earache □S sect Bite □Burn □Inju		•	
Your child was not v □Cold/cough □N □Rash □Bloody N	vell at school today be ausea □Fever □He Nose □Bee Sting/In	eadache □Earache □S	nry 🗆 Other _		

If you feel further care is necessary, please contact your family physician. Please note: a student must be clear

of a fever or rash for 24 hours before returning to school.

# MEDICAL NOTIFICATION FORM/OUCH REPORT

#### **Over the Counter Medication (OTC)**

While students are not permitted to attend classes with a fever or any other contagious condition, there may be instances where it is acceptable to have OTC medication on campus for a specific child. This can include Benadryl, non-prescription topical ointments or creams for noncontagious skin conditions or non-prescription allergy medications. This medication should not be placed in a student's cubby, backpack or on his person, but MUST be turned into the office with a completed Authorization for Administration of Medication form. This form will list an authorized representative who may administer medication to the student along with written instructions for administration and parent signature.

#### **AUTHORIZATION FOR ADMINISTRATION OF MEDICATION FORM**

Calvary Christian Academy 1771 East Palomar Street Chula Vista, California 91913 Phone (619) 591-2260 Fax (619) 591-2261 www.ccaknights.com	AUTHORIZATION FOR ADMINISTRATION OF MEDICATION (Education Code Section 49423)		
I, the undersigned, as a legal parent/guardian of	Suden/Name It the prescribed medication(s) listed below be made ted below). school will assist my child in taking the medicines as		
I will provide the medication(s) in the prescription co physicians name, and amount of medication prescrit I understand and agree that if any of the conditions signed and completed by the parent/guardian and pl	in the Physician's Statement change, a new form,		
Prescription medications are not permitted to be taken at school without a written statement from the physician and a written statement from the parent requesting that the school assist the student as set forth in the Physician's Statement below.  This form valid for the following	I recognize and understand that this is a service or accommodation which the school is not legally required to perform. I agree to hold <u>Calvary Christian Academy</u> , <u>Calvary Chapel San Diego</u> , and its officers, employees, or agents harmless from all liability, sults, or claims, of any nature or fland, which might arise as a result of administering medications in accordance with this request.		
school year:	Parent Signature Date  Address (		
	by a physician licensed in the State of California		
1. Name of Medication Method of Admi	inistration Dosage Approx. Time of Day		
Please describe the type of assistance required	and Medication "B" on Date for administering medication (observe, measure, etc.)		
4. Precautions for Administration or Storage of M	Aedication		
Medical License Number	Physician NamePlease Print		
Physician Signature 1	DatePhone		
Not by might nor by power but by	My Spirit says the Lord of Hosts Zech 4:6		

STAT	E OF CALIFORNIA-HEALTH AND HUMAN SERVICES AGENC	DY	GALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CAPILLICITISTING DIVISION		
	BULIZER CARE CONSENT/VERIFIC ILD CARE FACILITIES	ATION			
_	LICS	9166 FOF	RM		
staf	f person administers inhaled medication to a	a child in care. A copy of the	Section 1596.798 before a child care licensee or he completed form should be filed in the child's t for each person who administers inhaled		
,	(PRINT NAME OF AUTHORIZED REPRESENTATIVE)	, give my consent for	(PRINT NAME OF LICENSEE OR STAFF PERSON)		
who	work(s) at	PRINT NAME AND ADDRESS OF CHI	A A A STATE THAT		
	(P	PRINT NAME AND ADDRESS OF CHI	LD CARE FACILITY)		
	dminister inhaled medication to my child, rider.	(PRINT NAME OF CHILD)	, and to contact my child's health care		
	ddition, I certify that I have personally instruct dication to my child.	ted the above-named licen-	see or staff person on how to administer inhale		
vor			child's physician, or from a health care provide ician's assistant, nurse practitioner or registered		
100	Specific indications (such as symptoms) for administering the inhaled medication in accordance with the physician prescription.				
	Potential side effects and expected respons	se.			
	Dose form and amount to be administered in	n accordance with the phys	sician's prescription.		
	Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician prescription. This includes actions to be taken in an emergency.				
Š.	Instructions for proper storage of the medical	ation.			
•	The telephone number and address of the c	child's physician.			
HENA	TURE OF AUTHORIZED REPRESENTATIVE		DATE		
LODGE	SS OF AUTHORIZED REPRESENTATIVE				
HOME	TELEPHONE NUMBER	WORK TELEPHON	ENAMEN		
	POPPENSON CONTRACTOR		NATION OF PARTY.		

#### **Prescription Medications**

While students are not permitted to attend classes with any contagious condition, there may be instances where it is acceptable to have prescription medication on campus for a specific child. This can include allergy medication, antibiotics, breathing treatments and EpiPens. This medication should not be placed in students' cubby, backpack or on his person, but MUST be turned into the office with a completed Authorization for Administration of Medication form which designates an authorized representative, written instructions from Physician and signature of parent/guardian. Additional forms will be required for breathing treatments.

#### • Inhaled Medications

Breathing treatments, nebulizers, inhalers or any other form of inhaled medications require an Authorization for Administration of Medication forms to be signed and turned into the office along with medication. This form requires the signature of the student's physician with written instructions, as well as parent or guardian authorization. Additionally, a <u>LIC 9166 form</u> (Nebulizer Care Consent/Verification) must list any authorized representative who may administer inhaled medications. All forms must be stored in the office with medication. Lastly, an "ouch report" will be sent home anytime any inhaled medication is administered, even if it is a preventative measure. *See LIC 9166 FORM above.* 

Download here: https://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC9166.PDF

#### • EpiPen and EpiPen Jr.

For students with known allergies, an EpiPen may be kept on campus in a locked medical cabinet in case of exposure/reaction. An up-to-date allergy list will be posted in each classroom and will denote any students with allergies that may require the use of an EpiPen. In the event of an allergic reaction, teacher or administrator may administer EpiPen to the student providing that there is an Authorization for Administration of Medication form giving written instructions and authorization. 911 and parents will be called immediately following the use of an EpiPen. An "ouch report" will be administered any time precautions are taken in regards to an allergen exposure, including but not limited to, the use of an EpiPen.

## • Blood- Glucose Monitoring

In the event that a student with diabetes requires the monitoring of blood-glucose levels, the test must be stored in the locked medical cabinet in the office with a written authorization and instructions from the child's physician and parent signature. The monitoring instrument must be FDA approved and used without a prescription. Additionally, teachers will maintain universal precautions anytime they are handling blood. "Ouch Report" with recorded results of blood-glucose test must be provided for the parent any time the test is administered.

#### **DRESS CODE-Fall**

CCA requires uniforms for all students. We will provide you with the contact information needed to order these uniforms. Shorts and pants need to be either navy blue or khaki in color. They can be purchased anywhere. Students will need to wear polo shirts. Undershorts or leggings must be worn under the jumpers. Jumpers and skirts must be at knee length. Students must dress in conformance with the rules stated herein for their biological sex.

For safety purposes, children are required to <u>wear closed-toe shoes</u>. Any questions please check with the Director of the preschool.

#### **DISCIPLINE**

The values established at this age will provide the foundation for the future decisions your child will make. We work with the children to be positive, reasonable and consistent. Discipline is not punishment. We use discipline as we work with the children to develop a strong and loving spirit. The school is meant to be an extension of the home, and we are here to serve and help parents train and build godly character in their children. We do not use corporal punishment. We do encourage parents to seek the Lord for the discipline method that is most effective with their child. Children who are a danger to others and cannot comply with the rules will be suspended and/or dismissed from CCA. In some cases, a student may be placed on a behavior contract after the teachers have exhausted their resources including redirection, thinking time, parent communication, and a parent meeting with the Director.

For tax purposes only: Here is our Federal Tax Identification Number: 33-016-8318.

# PARENT HANDBOOK AGREEMENT

# Please Read and Sign This Page

I understand this handbook does not serve to contractually bind the school in any way and is subject to change without notice by the school's governing body.

As a parent I have read Calvaits endeavor to maintain thes	Christian Academy's Handbook. I will cooperate with the shigh standards.	school in
Parent Signature	Date	
Parent Signature	Date	
-	limself, and our God and Father, who has loved us and given us ever race, comfort your hearts and establish you in every good word an 2 Thessalonians 2:16	_
Late Childcare Acknowledger	ent and Agreement	
5	provided after 5PM will be outside of my child's stable cohort of sem to new germs and children of varying ages from different coh	
I give my consent to combine mafter 5:00 PM.	student onto the preschool playground or into Room 112 for ch	ildcare
Parent Signature	Date	
Parent Signature	Date	