



Chapel Hill Christian School Summer Program

2017 Summer Program Handbook

Welcome to Chapel Hill Christian School Summer Program. **Our mission statement says that “we partner with families in the education of their children, providing excellent academics and training in Christian values and character”.** We are an integral part of The Church at Chapel Hill, working in concert with the Church’s mission to “Worship the Lord, Reach all people, and Equip to Serve”.

Our summer program puts focus on academics, Bible and a lot of FUN! We use Bob Jones Vacation Station for the academic activities for K-5 - 5th, and a variety of resources for the younger students. The teachers teach Bible every day through creative activities that help children apply biblical principles to life. We want the summer program to help students grow spiritually, to maintain their academics and, to be engaging and FUN!

This handbook is a tool to communicate with parents the specific information and requirements set forth by CHCS and by the State of Georgia. The handbook is designed as a handy reference tool for you. We suggest you keep it in a convenient place throughout the summer. After you have read it, please sign the Parental Agreement Form stating that you have read, understood and agreed to cooperate with this information.

The Parental Agreement Form must be turned in before the child begins in the summer program and will be kept in your child’s file. It includes the release permitting your child to receive emergency medical treatment, as well as the parents’ or guardians’ **current** cell and work contact information. Your child’s Allergy Alert Form must also be on file.

Immunization Form:

Information regarding all immunizations the child has had, including the month and year when each immunization was administered, must be recorded on the 3231 Immunization Form supplied by the Georgia Department of Health. The immunization form, along with a copy of the child's birth certificate shall be obtained at the time of admission and kept in the child's file.

Authorization for Pickup:

Authorization for person(s) other than the parents to get your child from school must be on file. Any persons other than the child's parent will be asked to show identification before the child can be released. It is a good practice for the parent to notify the staff or office when someone else is picking up the child on a given day. In emergency situations parents may need another person not on the "**Authorization for Pickup**" form to get their child. In such cases, the parent must give **written authorization or verbal authorization over the phone**. The authorization for pickup also includes information indicating anyone who is **not** allowed to pick up a child.

Sick Children:

A child who is ill upon arrival at school will not be admitted or will be separated from the other children until a parent or guardian arrives to take the child home.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children will be notified immediately by the school. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease. If a child becomes ill while at school, the parent or guardian will be contacted and expected to **pick up the child within the hour**. The child will be separated from the other children until the parent arrives.

If a child has a fever, stomach flu symptoms or severe sore throat, or persistent cough and severe cold symptoms, he/she must be kept at home. **The child may return to school ONE SCHOOL DAY after illness and when one of the following happens:**

	No fever for 24 hours
	Nausea, vomiting, or diarrhea has subsided for 24 hours
	Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection

Your child will be sent home for any fever, vomiting, or diarrhea that may occur during the school day and will not be able to return for one whole school day following the day that the incident occurred at school.

Medication:

Medication or special medical procedures shall be given or applied only when the child's parent(s) or guardian(s) have provided a **written order**. All prescription medications must be in their original containers, and parents or guardians must sign the Medication Release Form stating the kind of medication, the amount to be given, and the time it is to be administered.

Most medication will be kept at the front desk, to avoid other children from having access to them. Please see the front desk when picking your child up for the day to receive your child's medication.

Allergies:

All allergies to medication and/or other substances must be stated by parents on the Allergy Alert Form. This form must be filled out and placed into your child's folder upon enrollment.

Accidents:

In the case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or administrator. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form and sent home with the child. ALL injuries to the head or face will result in a phone call to the parent. Should we not be able to reach a parent we will leave a message and email you.

Inclement and Excessively Hot Weather:

On days of inclement or excessively hot or cold weather, children will be kept inside the classrooms. We will go out every day that it is 40 degrees or warmer outside.

Tornadoes:

In the event of a tornado warning, students will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures. Tornado drills will be conducted periodically during the school year.

Fire Safety:

Fire drills are held during the year in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. In the event of a fire, students will be evacuated according to plan. The school building is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the office.

Child Abuse:

The faculty and staff members of CHCS are required by Georgia state law to report any suspicion or evidence of child abuse.

Parent Communication and Involvement:

During the summer program we will not communicate with you using our RenWeb system as we did during the school year. All communication to parents will be done using a separate email address, set up for the summer program. This email address is abley.jennifer.chcs@gmail.com. Anything that you need the summer staff to know should come to this email address, and likewise anything we need you to know will come from this email.

We welcome parent involvement in the school. Parent involvement benefits not only the school but the parent and child as well. All parents who volunteer regularly must have a current criminal background check on file and must sign in when they come to work in the classroom. Usually parent volunteers will be asked to work in a classroom other than their own child's classroom.

Special Event Days:

Throughout the summer the school staff plans special activity days to enhance the curriculum, and the child's summer experience. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

Snacks:

CHCS Summer Program will provide both a morning and afternoon snack to all students K1 and older. If your child has allergies, and cannot eat what we are providing, you will need to provide your own snacks for your child. We will provide water at snack time.

Infant Room:

You must provide enough bottles PLUS 2 extra bottles for your child to have on a daily basis. These bottles **MUST** be premade and labeled with your child's name and the date. The same will go for any baby food that your child will require. Infant bottles will also be sent home with you on a daily basis. **We will not keep any formula in the room overnight.** We will also, **not** be able to prepare any bottles from formula sent in by a parent. **All bottles must come in premade with child's name and date.**

Birthdays:

Birthdays are very special occasions for children. We would be glad to help you celebrate if you would like to bring a special snack to school for your child's birthday. Cookies or mini cupcakes are appropriate for the occasion, or even favorite breakfast items. Please contact the teacher to let her know how you are planning to celebrate. We cannot have balloons of any kind in the room, due to the choking hazard they present, and we are unable to allow any goody bags brought in from home due to student allergies.

School-day Hours:

The summer program will operate in 2 different sessions. We will operate from the hours of 6:30am until 6:30pm, Monday thru Friday for the following weeks.

Session One:

May 30 thru June 30

Session Two:

July 10 thru July 28

Office Hours:

Although the front desk will be open 6:30am until 6:30pm, school business and tuition payments will be handled Monday and Friday from 6:30 am until 12:00 pm and Tuesday through Thursday from 8:00 am until 1:00 pm. If you have questions or money concerns please contact the Summer Program Director directly during these hours or via email at summer.chcs@gmail.com.

Registration and Dismissal:

Applications must be accompanied by a registration fee. Registration fees are nonrefundable. The Registration fee will be \$60 per child for the summer program. This will cover your child's curriculum and supplies for the summer program. Summer enrollment for four year old students and younger is open to all current students and to students enrolled for next school year.

CHCS reserves the right to dismiss any child for the following reasons, at the discretion of the summer administrator:

1. Failure to meet weekly tuition fees
2. Discipline problems that persist after a parent has been notified and challenges have been discussed.
3. Discussed challenges, prevent the child from full participation in his classroom setting.

Tuition:

Tuition will be done weekly on Mondays or the first day that your child attends school for the week. Tuition will be broken down a few different ways. You may pay your child's tuition on a monthly basis, a weekly basis, or for the entire summer upfront.

Tuition will need to be paid between 6:30am and 12:00pm Monday and Friday and 8:00am and 1:00pm Tuesday through Thursday. You may call in to allow us to process a card on file, or come in between those hours only. After those times, there will not be anyone to take payments.

Tuition Fees:**Full Day No Lunch:**

- **All grades:** \$140.00 per week
- **All grades Sibling Discount after the first child:** \$133.00 per week

Full Day with Lunch:

- **All grades:** \$155.00 per week
- **All grades Sibling Discount after the first child:** \$147.25 per week

Drop In Days (All Ages):

- **\$60 per day No lunch included**
- **There will be no drop in days for activities**

Discounts:

- **There will be a 10% discount if the entire summer is paid in advance. The deadline for the summer discount will be May 1, 2016.**
 - **No Lunch Full Summer:** \$1008.00
 - **With Lunch Full Summer:** \$1116.00
- **We will offer a 5% sibling for each child after the 1st one.**
 - **Additional Sibling No Lunch Full Summer:** \$957.60
 - **Additional Sibling With Lunch Full Summer:** 1060.20

Lunch:

You will have the option of tuition that includes lunch or tuition only, with no lunch included. The exception to this policy is Friday's pizza which is \$1 per slice and may be ordered on Friday's. Each child who has opted into lunch will be given 2 slices of pizza. If you would like your child to have additional slices you may pay \$1 per slice on or before Friday of each week.

*If your child has allergies to a specific lunch item, you will need to provide lunch for your child that day.

Activity Fee's:

- **Activity fees will vary from week to week.**
- **All fees will be due at the beginning of each week.**
- **A calendar will be sent out with activities and fees in May.**

Car Loading Times:

We will not have any car loading times. You will need to walk your child into the school and to their classroom each day.

Discipline:

We believe the education of children is enhanced by an orderly atmosphere. Child guidance has an important place in the program at CHCS. Parents and teachers work together in order to be consistent and effective in training children to use good manners, respect and obey authority, and make appropriate choices in a classroom setting. Each classroom teacher has implemented a classroom government policy which delivers consistent consequences for age appropriate lapses in self-government. However, repeated challenges in the classroom, deliberate disobedience or deliberate injury or threat to another student will result in parents being notified by a phone call and possible conference. Parents may be asked for a behavior conference to insure that the child's behavior complies with the standard expected by CHCS. We have developed a formula that we feel is appropriate in shaping and encouraging responsible behavior in children. If you have any questions about our disciplinary procedures, please talk to your child's teacher or the administrator.

Solicitation:

CHCS may not be used as a setting for solicitation

Transportation:

We will provide transportation to and from field trips for those rising 2nd graders and older during the summer. We will require written permission to take your child off the school grounds and to the destination. If we do not have this permission, your child will have to stay at the school the day of the field trip.

Gum:

Please do not allow your child to bring gum to school at any time.

Personal Hygiene:

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Anti-bacterial soap is used for hand washing before meals and after toilet use. Hand sanitizer is regularly used in the classrooms. Disposable paper towels are used for drying hands.

Your child should wear:

1. Loose and comfortable clothing that can be managed with little help.
2. Clothing suitable to the weather.
3. Play Clothes- we may get messy and children should not have to worry about soiling their clothes.
4. Rubber soled shoes are recommended- NO BOOTS, FLIP-FLOPS, or SANDALS.
5. Socks must be worn at all times.

Please mark all items that can be removed (caps, jackets, gloves, pacifiers, sippy cups, etc.

Personal Belongings:

Toys:

Please do not allow your child to bring toys to school except on designated share days. They may get lost, broken, or returned to our resources along with our toys.

Children should not bring money unless it is for a specific purpose such as a class party, and then it should be sent in a labeled Ziploc bag or envelope.

Children should not wear jewelry, real or play. Jewelry can easily be lost or broken.

Children should bring 2 changes of clothing. This clothing must be appropriate to the season, in a Ziploc Bag labeled with the child's name, and left in your child's classroom in case of an accident.

Diapering:

Your child will be diapered on a 2 hour schedule or as needed by the child. You will be responsible for providing diapers and wipes for your child's use. We will ask that you send in one package of diapers and one container with wipes to be kept at school in your child's cubby. Also, you will be notified when your child has 10 or fewer diapers remaining that your child needs diapers. You will then need to send in more diapers or we will charge you \$1.00 per diaper for each diaper we use. You will also be notified when you run low on wipes and will need to send in a wipes refill for the container that you sent in. If your child is requiring the use of diaper rash cream, please send it in with your child. Communication will be sent home about the need for diapers/wipes/creams thru email, paper form, and daily communication log.

All children who are not potty trained are required to supply their own diapers, pull ups, wipes, and diaper rash cream. All things should be marked clearly with your child's name and left in the room, in their marked bin.

Non-Discrimination Policy:

The Chapel Hill Christian School maintains a firm policy in hiring employees prohibiting discrimination against persons of any race, color, or ethnic origin. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in the administration of educational policies, admission policies and other school programs.

Anti-Bullying Policy of Chapel Hill Christian School:

As a Christian School, we believe the Word of God. We strive to apply it daily and teach it to our students as the standard for truth and right living. Our goal is to provide a happy, supportive and safe learning environment in which everyone can achieve his/her God-given potential. We will address bullying behavior or words as harmful and therefore unacceptable at CHCS. We believe that each student is “fearfully and wonderfully made” in “the image of God” Himself, and therefore is eternally valuable. Each child is valued, respected and loved at CHCS. We will teach our students that to devalue or disrespect another person who is precious in God’s sight is displeasing to God and will not be allowed here. In Mark 12, Jesus teaches us that to love God and love people are the two greatest commandments. Students will be taught to love and respect others. CHCS is a “No Bullying Zone”.

Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Jesus Christ, (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23), His sinless life (Hebrews 4:15 & 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor. 15:3), His resurrection (John 11:25, 1 Cor. 15:4) His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of the shed blood of Jesus Christ. We believe that only by God’s grace and through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of life, and those that are lost to the resurrection of condemnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Cor. 3:16, 6:19-20, Ephesians 4:30, 5:18)

- 7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Cor. 3:16, 6:19-20, Ep

Please Sign and Return the Below Statement's

Handbook Acknowledgement Statement

I _____ am the parent/guardian of _____, and have read and understand the 2016 Summer Handbook. I agree to abide by all things in the summer handbook.

Payment Acknowledgement Statement

I _____ am the parent/guardian of _____, and have read and understand that all payments for the summer program are due during the first day that my child is present for the week and during the hours of 6:30am and 12:00pm Monday and Friday and 8:00am until 1:00pm Tuesday through Thursday. I understand that failure to make payments will result in my child being unable to attend the summer program.

Parent/Guardian

Signature _____ Date _____