

# Chapel Hill Christian School

## PARENT and STUDENT HANDBOOK

### Infant, Toddler & 2 year olds Program

Welcome to Chapel Hill Christian School (CHCS). **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”.

CHCS offers a nurturing academic environment in our Pre-School for infants through two year olds, our Pre-K program for three and four year-olds, and our Elementary School program for children in five-year old Kindergarten through fifth grade. We are fully accredited by Georgia Accreditation Commission (GAC). We only offer full day care for infants, toddlers and two’s.

This handbook is a tool to communicate with Parents 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 school year. After you have read it, please sign the Parent Agreement Form stating that you have read, understood and agreed to cooperate with this information.

The Parent Agreement Form must be turned in before the child starts school at CHCS and will be kept in your child’s file. It includes the release permitting our child to receive emergency medical treatment, as well as the parents’ or guardians’ **current** cell and work contact information. The 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 or within 30 days after admission and kept in the child’s file.

## **Authorization for Pickup**

Authorization for person(s) other than the parents to get the child from school must be on file with RenWeb. 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.

## **Re-enrollment:**

Re-enrollment will begin in January for currently enrolled students. You will have a reduced re-enrollment fee of \$200 until March 1. Space will only be held for those students that have paid the re-enrollment fee. After March 1, the enrollment fee will increase to \$250.

## **Withdrawal Notice:**

A two-week advance written notice is required to withdraw a child from school. If your child is here for any portion of the month you will not be refunded tuition for that month. If you have not withdrawn prior to the end of a month, you will be charged tuition for the next month.

## **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:**

\*Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection

\*No fever for 24 hours

\*Nausea, vomiting, or diarrhea has subsided for 24 hours

Your child will be sent home if they have vomited and/or have Diarrhea 2 times within 1 hour. They at this time will not be allowed to return to school for one full school day after being sent home. After this day at home children may return to school once they are symptom free for 24 hours.

**Students may NOT RETURN to school for ONE FULL school day if they are sent home from school for fever, vomiting, or other illness. The only way to bypass this is to have a doctor's note allowing your child to return to 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.

**Children will not be given any fever reducing medication for a fever. If your child has a temperature above 98.6 degrees, you will need to keep your child home.**

#### **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 you we will leave a message and attempt to send an 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.

### **Snow Days:**

When severe weather conditions exist, please listen to the radio or television for school closings. CHCS follows the Douglas County Public Schools school closing guidelines. **If Douglas County schools are closed, so are we.**

### **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 school 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:**

CHCS asks all families to establish a parent account with RenWeb School Management System. Daily communications, discipline notices, and grades

are sent home via RenWeb. Parents are responsible for keeping their child's records current, reflecting any changes in their work or home addresses or phone numbers, or the child's physician, health status, etc.

**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.

We encourage all parents to participate in our **Parent Teacher Fellowship** which works on projects to benefit the whole school.

### **Special Event Days**

Throughout the school year the school staff plans special activity days to enhance the curriculum. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

### **Snacks and Lunch:**

Toddler and K2 parents will be responsible for providing lunches daily for your child. Parent's need to send a well balanced nutritious meal for their child. This meal may not contain whole hot dogs (cut into 4's is fine), whole grapes (cut into 4's is fine), popcorn, or ANY food with bones in it. All food should be able to be eaten by your child with minimal help from staff. The only exception to this is the infant room. We have the ability to heat food using a microwave; please keep heat time to less than 1 minute. You will need to supply an ice pack in your child's lunch box as we do not have fridge space for all lunches. We only allow clear liquids and milk in the classrooms.

**Lunches may be ordered from the CHCS lunch provider, through the office, or brought to school by the student.**

### **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 make any bottles from formula sent in by a parent. ALL BOTTLES MUST COME IN PREMADE WITH CHILDS NAME AND DATE.

### **Snacks:**

CHCS will provide milk daily, and morning and afternoon snacks. Parents are encouraged not to send sugary snacks, but to focus on nutritious foods such as fruit. 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.

### **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. We will also, be unable to allow any goody bags brought in from home, due to allergy concerns.

### **School-day Hours:**

School begins at 6:30 Am and runs until 6:30 Pm Monday-Friday. Our academic day will begin at 8:00 Am.

It is very important that your child arrive on time and be picked up on time. Please keep in mind at all ages we are learning, so please try to be on time as it helps your child to not miss any activities and it helps to minimize classroom disruption.

Nap time is a very important time of the day for our little ones. Nap time will begin at 12:00 Pm and end around 2:30 Pm. To allow time to adjust and to respect the sleeping little ones, we will not be able to allow children to be dropped off between 11:30 AM-2:30PM.

We plan our program and classes with the assumption that every child will attend scheduled class. If your child is unable to attend school, please notify the office. If your child is absent because of illness with a communicable disease, please let us know as soon as possible.

### **Office Hours:**

The school office is open Monday thru Friday from 8:00am until 3:00pm. Any business that needs to be addressed may be addressed during these times. You may call the school, or email the school, if you cannot come up here during those times. The aftercare, does not handle any business for the school, so please make sure to address any school business, during school hours.

### **Registration and Withdrawal:**

Applications must be accompanied by a registration fee. Registration fees are nonrefundable. The registration fee for the Infant, Toddler, and Two's program is \$250

CHCS reserves the right to dismiss any child for the following reasons:

1. Failure to meet monthly tuition fees
2. Severe discipline problems that persist and prevent a child from participating in his classroom setting.

### **Car Loading Times:**

Parents will need to walk their child into school daily. We will not be able to load or unload your child from the car during car loading times. K3 and up will be unloading cars from 8:15am-8:30am, so please do not park your car in the front of the building after 8:10am daily. Please use the parking spaces to park and come into the building after 8:10am. You must also come in to pick up your child in the afternoon and evening times. Parents may not allow their child to enter or leave the school without being escorted; and the school will not permit the child to enter or exit without an escort.

### **Extended Care:**

A late fee is charged after 6:30 Pm of \$2.00 for each minute late per child. Late charges are paid when the child is picked up.

### **Curriculum**

CHCS Infant, Toddler, and Two's program use the WeeLearn Curriculum by Lifeway Christian. We believe that all students can learn at every level. We do

all academics on an introductory basis and with a focus on fine and gross motor skills.

**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 maybe 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:**

The school does not provide transportation services.

**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.

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

### **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.

### **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 5:28-20)

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, Ephesians 4:30, 5:18)