

PARENT HANDBOOK
2010-2011



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April 28, 2010

Dear Parents/Guardians:

Countryside Christian Church is happy to introduce “Wee Warriors Preschool” to families in the Pittsburg area. We recognize that there is a great need for preschool programs in our area that will not only prepare children for entrance into kindergarten, but will do so while acknowledging and giving glory to God.

The purpose of this handbook is to acquaint the students, parents, and the teachers with the general policies of Wee Warriors Preschool(WWP). Parents are expected to become thoroughly familiar with the contents of this handbook and to keep it for future reference. In the case of unforeseen circumstances, and to maintain a fair and orderly environment, WWP staff reserves the authority to establish fair and reasonable rules and procedures for protecting the health and safety of students not specifically referred to in this handbook. In all cases, the consequences and benefits of such rules and procedures will be consistent among students.

This handbook gives an overview of the program. We invite you to be an active participant in your child’s educational program. If at any time, you have questions or concerns, please don’t hesitate to contact your child’s teacher.

Sincerely,

Preschool Director
Wee Warriors Preschool

PHILOSOPHY

Children are a wonderful gift from God. We are committed to providing the best possible environment to facilitate a wonderful preschool experience for these precious gifts. This means that we not only focus on providing a high-quality educational program, but we make every effort to also provide a safe and nurturing environment that promotes the spiritual, physical, social, emotional, language, and cognitive development of young children.

It is our belief that instilling the desire to and joy of learning is critical in children of tender ages. It is not enough to just deliver and have them learn information, our desire is for them to enjoy and want to continue learning.

ELIGIBILITY

Children are eligible for enrollment in the program if they will be three (3) years of age by August 31st and are completely toilet-trained.

A completed application and registration fee is required to guarantee your child's enrollment. A non-refundable Registration Fee of \$25.00 per child is due each year upon acceptance into a classroom. Checks should be made out to CCC (Please write, "Wee Warriors Preschool" in the memo).

WWP does not discriminate on the basis of race, color, or national origin in the administration of its admission policies. WWP welcomes the enrollment of students of all races and nationalities, and accords to them all the rights, privileges, programs, and activities generally made available to students at the school.

SCHOOL SCHEDULE

WWP will offer a Tuesday-Thursday program for children ages 3 and 4. In general this program is designed for children who will be entering kindergarten in TWO school years. For children who are ages 4 and 5 and who will be entering kindergarten in ONE school year, WWP offers a Monday-Wednesday-Friday program. Both programs begin at 8:30 a.m. and finish at 11:30 a.m. WWP will follow the school calendar of Countryside Christian School in terms of days off

due to in-services or holidays.

TUITION PAYMENTS

Tuition for the Monday-Wednesday-Friday (Pre-kindergarten) program will be \$80.00/month. Tuition for the Tuesday-Thursday Preschool program will be \$70.00/month.

Tuition payments are due by the 3rd of each month September through May. Prompt payment is necessary to operate the preschool programs. Payments made after the 3rd of the month may result in a fine of \$5.00 for every three days of delinquency. If a financial difficulty arises, you are responsible for contacting the director for other arrangements. Payments should be made out to CCC (Please write, "Wee Warriors Preschool" in the memo) and given to the director/teacher.

Payments may also be accepted by the Director of Education of Countryside Christian School.

ATTENDANCE

We believe that regular attendance is important for your child's optimal growth and development. The daily schedule is carefully planned to provide varied experiences for your child.

Please notify the teacher when your child will be absent from school.

RELEASING/PICKING UP STUDENTS FROM SCHOOL

Children shall be dropped off NO EARLIER than 8:20 and picked up NO LATER than 11:40. If you encounter any unforeseen circumstances, please call the Countryside Christian School office immediately at 620.232.5911. Parents and children may enter through the second set of doors (or eastern-most) facing the north. For security reasons, these are the only doors that are unlocked during regular Countryside Christian School hours (8:00 a.m. – 3:00 p.m.). Exits out of the building should be made through the foyer-area just south of the kitchen/gym. If

your child needs to reenter the building after you have picked them up, they need to be accompanied by an adult so as to not disturb the normal church business.

Only individuals pre-registered may pick up a student. If someone who is NOT pre-registered needs to pick up your child, than you must make prior arrangements.

CUSTODY AGREEMENTS

All enrolled children whose parents operate under the guidance of a custody agreement directed by the courts must provide a copy of the custody papers. These court documents will remain in WWP's files for documentation purposes. If at any time a question arises regarding transportation, enrollment, medical issues, etc., WWP will operate under the guidance of the custody papers provided to the school.

The custodial parent will be communicated with by the school. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a custodial parent and non-custodial parent agree that they both want to be given information, a written request must be signed and submitted to the teacher of the enrolled child for consideration.

SCHOOL CLOSING INFORMATION

In the event of inclement weather, WWP will cancel when Countryside Christian School cancels. Please monitor the four major networks and radio channel 860 AM (KKOW) and look/listen for "Wee Warriors Preschool" and/or "Countryside Christian School". These media outlets will be notified as soon as the preschool director/school administration makes a decision to cancel school.

EMERGENCY DRILLS

WWP will hold regular fire and tornado drills. The routes for building evacuation are posted in each classroom and in other areas of the building. It is important for students to follow

directions for emergency drills as instructed by faculty. If an evacuation is made where students need to leave the school grounds, Pittsburg High School will serve as the school's safe house.

EMERGENCY INFORMATION

All parents are required to complete an emergency information form to be on file at the appropriate school office. Information will include home and work addresses and phone numbers, as well as alternative contacts if a parent cannot be reached. This information must be kept up to date at all times. When changes occur, it is the parent's responsibility to notify the appropriate school office.

Parents should notify the office in writing when changes for the responsibility of your child are made for the day, and also when parents are out of town one day or for an extended number of days.

In the event that a restraining order exists or that visitation rights of a noncustodial parent are limited, documentation must be on file in the appropriate school office.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

Wee Warriors Preschool views discipline not as punishment, but as training in righteousness, with the goal of Godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4).

We believe that each student has the responsibility to act in accordance with the policies and rules that we have established. We strive for each child to put into practice those things that have been taught in the classroom about Christian character and behavior.

Methods of discipline shall include, first of all, those positive elements which encourage good behavior and reduce the occurrence of bad behavior. These include such things as awards, stickers, encouragement, praise, close supervision (hallways, playground, exams), use of eye contact, reminders of expected behavior, etc. Classroom environments are structured to encourage positive behavior; redirection of children occurs in a positive manner, keeping in

mind the child's interests and motives. Teacher intervention in potential problem situations is well timed and logical consequences of behaviors are implemented. Physical punishment is not used.

NO WEAPONS POLICY

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto the premises. A valid license does not authorize the licensee to carry a weapon onto the premises. Violators will be prosecuted.

SHARING INFORMATION

Young children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members.
- Pregnancies and births.
- Deaths of family members or close friends.
- Changes in family structure within the home.
- Plans for moving.
- Extra stimulation such as visitors or celebrations

ILLNESS AND INJURY DURING SCHOOL

The school attempts to provide an environment in which your student will be safe from accidents. If an illness or accident should occur, the school may authorize emergency treatment, but cannot authorize subsequent treatment. If a child should become ill or injured

at school and it becomes necessary for the student to leave school, a designated staff member will contact a parent or emergency contact (taken from the information on the emergency form completed at the beginning of each school year). Under no circumstances will a student be sent home until arrangements have been made for the student's safety. In the event a parent or emergency contact cannot be reached, the school will take appropriate action. The school will not be responsible for emergency transportation and service cost.

If any student is found to have a temperature of 99.4 or higher with headache, sore throat, nausea, cough or sneezing, parents or emergency contact will be notified, and the student must leave school. These signs may indicate the onset of an infectious disease or other illness that requires observation at home. If no one can be reached, the ill student will be excluded from class and will rest in the Countryside Christian School office until school is dismissed or until someone can be reached. Students should remain home until they have been without a fever for 24 hours without medication (Tylenol, aspirin, etc.).

<p style="text-align: center;">GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS</p>

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

CHICKEN POX: A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain at home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100°F or greater (or 1 or 2 degrees above the child's normal temperature) (s)he should remain home until (s)he has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly

attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, AND ALL NITS HAVE BEEN REMOVED.

IMPETIGO: Blister-like lesions which later develop into crusted pus-like sores. Your child should remain at home until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

PINK-EYE: Redness and swelling of the membranes of the eye with burning and itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand-washing practices, using individual washcloths and towels and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

STREP THROAT AND SCARLET FEVER: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home until receiving a full 24 hours of antibiotic therapy and until without a fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night (s)he should not be sent to school the following day.

PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE.

SIGNATURE PAGE

**PLEASE SIGN AND RETURN THIS PAGE TO
YOUR TEACHER.**

I HAVE READ THE HANDBOOK OF THE WEE
WARRIORS PRESCHOOL AND AGREE TO ABIDE
BY THE POLICIES COVERED THEREIN.

Signature of Parent/Guardian

Child's Name: _____

Teacher's Name: _____