



*Covington Christian School  
Early Childhood Program  
Parent Handbook*

Updated July 2024

## **A Word from The Administrator**

CCS is an accredited early childhood program that has served preschool children in the Covington community for over 40 years. It is our desire to partner with you in the education and spiritual upbringing of your child. We endeavor to provide a safe and welcoming environment to all who come through our doors.

As we are here to serve your family, we recognize the importance of good communication. We want to be diligent about keeping you informed and listening carefully to your needs and concerns.

The purpose of this handbook is to communicate the framework in which we have chosen to operate as a group of believers for the special purpose of daily education.

## **Admission**

All families are welcome in the Covington Christian School Early Childhood Program as long as the family agrees with our mission and objectives. Students with special needs are also welcome if our staff and/or facilities can meet their particular needs. Efforts to provide services for special needs (such as speech therapy) or to refer children to a special service may be pursued with written permission from parent/guardian.

Covington Christian School does not discriminate on the basis of race, color, religion, gender, or national or ethnic origin.

## **Our Mission**

***Covington Christian School exists to educate the whole child: mind, body, and spirit. With biblical truth as the foundation of all learning, we will employ godly teachers to assist the home and the local church in developing children who have a biblical worldview featuring the preeminence of Jesus Christ.***

It is important that our parents are aware of and acknowledge our doctrinal beliefs which can be found on the last page of this handbook. Our children will be taught biblical truth at a level they can comprehend; this will mainly be accomplished through short Bible lessons, stories, objection lessons, etc. In addition, children will be taught good character behaviors that are based on biblical truths.

## **About the Program**

Our early childhood training (K3-K5) includes Bible, alphabet, numbers, reading readiness skills, colors, shapes, music and art. Many of our four-year-olds will be reading by the end of the year. Our preschool utilizes best practices for early learning, and they follow the objectives set forth by the state of Indiana. The school will complement the spiritual and social training that you have begun at home.

K5 is more structured and is designed to prepare children for their elementary years. These students will learn to read, write, count, and express themselves in various ways while learning biblical truths that will help them throughout their lives. Science and social studies are added in K5 curriculum.

Most of the training involving academic preparation will occur in the mornings. Full day K3-K4 students will enjoy a short recess at noon followed by lunch, story time and an afternoon nap. After nap time students will participate in a variety of things such as free play time, structured physical education, finger plays & poems, movies, etc. Students who stay for extended care (3:30-5:30) will have free time or be

offered a variety of activities. K5 students will have a lighter afternoon that will include social studies, science, health and or other various activities.

**Tuition and Fees**

K3	Five full or 5 half days	\$4835	K5	Five full days	\$5835
K3	Three full or 3 half days	\$4835			
K4	Five full or 5 half days	\$4835			

**Other Fees:**

Registration: \$150

Book Fees: \$250 (Book fees cover the costs of workbooks, art projects and other supplies and snacks.)

Extended Care (3:30 – 5:30) \$10.00 each occurrence

**Payments:**

All tuition payments are due on or before the 10<sup>th</sup> day of each month. After the 10<sup>th</sup> of the month, if accounts are not current, the students may no longer attend.

**Preparing for K3 and K4**

The following items are things you should work on with your child before school begins.

1. Completely dress – Teach your child to snap, lace and tie clothing or to button and zip. Of course, students will be assisted in these areas as necessary.
2. Restroom needs--Your child should be toilet trained and able to attend to his/her own restroom needs. Teach your child to express restroom needs in a language that a teacher can understand. For example, “May I use the restroom?”
3. Keep clean - Your child needs to be able to wash/dry hands and know how to use a tissue to wipe or blow nose. Teach your child the proper way to cover the mouth when sneezing or coughing (cover mouth or nose in bent elbow) and to throw away tissue when finished.
4. Making choices – Give experience in making simple choices in which either choice is acceptable. The choice would be as simple as “Would you like an apple or banana?”
5. Dealing with problems – Talk about problems when they occur and about possible solutions. Discuss that certain behavior will be followed by an outcome. Be patient and help your child gain confidence in dealing with problems as they occur. Try not to solve all your child’s problems, but give them tools on how to solve problems. For example, if another child becomes intimidating or too close, teach your child to say, “Please move back, you are in my space.”
6. Begin teaching your child to recite their first and last name, parent’s names, and phone number.

**Health Requirements**

An Indiana School Immunization Record or a copy of your child's immunization record from a physical must be on file in the school office prior to the first day of school. The following immunizations must be up to date per age of child.

**DTB**

**Hib**

**IPV**

**PCV/Prevnar**

**OPV (polio)**

**MMR**

**Hepatitis B**

**Varicella** (chicken pox) 1 dose on or after first birthday or signed and dated written statement from the parent indicating date child had disease.

Any child with a communicable disease may not return to school without physician's note.

### **CCS Requirements**

#### **Birth Certificate**

An official copy of a birth certificate must be presented. The office personnel will copy the official birth certificate.

#### **Illness**

To ensure the health of all students, please keep children home for 24 hours after a fever has broken. In addition, if a student has vomited or has a fever, please do not bring them to school. Call the school office to let them know of an absence. (765 793 2365)

Please keep a child home for the following reasons:

1. Temperature of 100 or more in the morning.
2. Conjunctivitis (pink eye) until treated and with no discharge, bronchitis, or impetigo.
3. Rashes that cannot be identified, are contagious, or have not been checked by a doctor.
4. Measles until 4 days after rash appears.
5. Severe cold with fever or drainage.
6. Any contagious disease or is on medication for a contagious disease. The child cannot attend school until he has been on such medication for a period of at least twenty-four fever free hours. Chicken pox until all the blisters have dried into a scab.
7. Obviously sick, pale, pasty, irritable, or listless.
8. Diarrhea (infectious) until child has been free of diarrhea for 24 hours.

If your child becomes ill at school, it will be the responsibility of the parent/guardian or designated person to pick the child up from school.

#### **Medications**

If your child must take medication while at school, the medication must be in a container with the directions clearly written out. Prescribed medications should be in the pharmacy container with directions. Medications should be taken to the reception desk by a parent, guardian or designated adult and handed directly to the receptionist. Under no circumstances should medication be placed in a child's backpack. All medications will be dispensed from the reception desk and recorded in a medical log.

### **Appropriate Dress**

Students may wear casual clothes that are not torn or dirty. CCS asks that students do not wear shirts with writing that may be offensive. Shirts with designs, name brand logos or pictures appropriate for children are acceptable.

Students should wear shoes that are supportive and protective for outside play.

During cold weather, be sure your child has a hat and gloves for outside play.

Please send in one complete change of clothing at the beginning of the year for students in K3-K4.

### **Student Life**

#### **Lunch**

Children who stay all day should bring lunch from home. The lunch should not include anything that needs to be warmed up or cooked. The lunchroom will provide flatware and napkins, but any other item must be sent from home. Lunch boxes or sacks should be labeled with the student's name. If an item is to be refrigerated, please be sure to label that particular item with the student's name. The teachers will check to see if there are any items to be kept cool.

#### **Milk & Snack**

Students may purchase milk (white or chocolate) weekly or monthly @ \$.35 per carton. Milk will be offered at morning snack time and at lunch. Parents will be notified when milk money is due. In addition, a morning snack will be offered. Students may also bring their own snacks and drinks. Students who are here after 3:30 will be offered an afternoon snack.

#### **Birthdays**

Teachers will acknowledge all birthdays; however, if you wish to send a special treat for our child's birthday, please let the teacher know in advance. Store-bought treats may be sent and will be included in the parent agreement regarding snacks. Homemade goods cannot be given to students.

#### **Communication**

Teachers will keep you informed via CCS Facebook, notes home and a monthly newsletter to keep you informed about what your child is learning, upcoming events, etc. You may also receive e-mails from the school office. Parent conferences will be scheduled. You can communicate with the teacher through notes, texts, and messenger.

### **Safe and Healthy Classroom Environment**

CCS understands that we are assisting the parent in the training of the child. The objective of training is for children to learn self-discipline and to develop their social and behavioral skills so they can function in a group setting. Biblical principles are the best and most consistent standards from which we can train our children.

Classrooms are welcoming, nurturing, and safe for children to have interactions and experiences that promote their physical, social and emotional well-being. ***Children are under adult supervision at all times.***

1. A first lesson to teach children is the meaning of self-denial.
2. Children are happiest and most secure when boundaries are clear to them.
  - a. Cooperation: obey immediately with right action and attitude.
  - b. Communication: speech that edifies others, glorifies God, is honest/truthful and is kind. No murmuring, grumbling or complaining.
  - c. Compassion: treat others as Christ would and as I would like to be treated.
  - d. Compliance: accepting personal responsibility to follow the expressed and understood expectations of those in authority.
3. Children are taught the boundaries of acceptable behavior by those in authority over them.
  - a. Teachers communicate with and listen to children (verbal and non-verbal messages) with lots of one-on-one attention throughout the day and usually at eye-level including time when the teacher is down on the floor with the children.
  - b. Children's ideas, requests, and questions are acknowledged with a verbal response or physical gesture.
  - c. Children's feelings are acknowledged with an accepting, non-critical verbal response or physical gesture.
  - d. Teachers refrain from negative verbal or physical responses to children at all times, which includes yelling, criticizing, scolding, threatening, using sarcasm, name calling, yanking, pinching, squeezing or spanking.
  - e. Destructive or disruptive behavior is addressed with children (face-to-face rather than from a distance) by the teacher, explaining the effect of the behavior, stating the desired behavior and redirecting or helping the child make alternate choices. If behavior continues, children may be removed from an activity for a short period of time. If a child has received several time-outs in a day, parents will be notified. In rare cases a child may behave in such a way as to cause harm to himself or others. If that should occur, the administrator will initiate an in-person conference with the parents. If behavior does not improve over time, services will be terminated.
  - f. Conflicts are resolved by/with children through a problem-solving approach (acknowledge feelings, listen to children, share what happened, ask for ideas or solutions, and follow through).

The staff of Covington Christian School are not allowed to:

1. Use corporal punishment in any form.
2. Berate or humiliate a child verbally.
3. Seclude a child for disciplinary reasons.
4. Grab or restrain a child inappropriately.

5. Withhold food as punishment.

### **Hours of Operation**

Half day classes: 8:00 a.m. – 12:00

Full day classes: 8:00 a.m. – 3:00

### **Extended Care:**

Students of working parents may be dropped off at 7:30 a.m. Students may bring in a light breakfast snack if so desired; however, breakfast is not served. Extended care begins after regular school hours. After 3:30 p.m. parents will be charged an extra \$10.00 per day. Students will be served a small snack at 3:45 p.m. or a child may bring a snack from home. Parents who arrive after 3:30 p.m. will need to sign child out for billing purposes. Students in extended care will be either on the playground or in the open area near the K3 classroom on the ground floor.

### **Arrival**

K3 students should be brought to the reception desk or classroom by an adult. K4-5 students may be dropped off at the front door. Make sure your child has entered the building before pulling away. The receptionist will be in the lobby when your child enters. If you need to speak with a teacher, please arrive a little early. Classes are expected to begin at 8:00 a.m.

### **Departure**

Please pull around to the front door. Students leaving at 12:00 p.m. will be brought out to your car and placed in their car seats by a teacher. Students dismissed at 3:00 p.m. will be brought out to the same location and helped into their car seats.

Students will not be released to anyone who is not on the official authorized list that is on file in your student's records. If you need someone to pick up your child that you have not put on the list, call the school office. That person will have to show identification when they pick up the child.

### **Safety**

The safety of our students is a high priority. The doors are always locked. Anyone wishing to enter the building must push the buzzer located at the front door. All guests must sign in at the reception area.

Students being picked up before regular dismissal times must be signed out at the front desk by a parent/guardian or personal authorized to pick up the student.

Video surveillance is utilized in and around school. Cameras may be equipped with audio recording capabilities as well.

Regular safety drills for fire, tornado, earthquake, and violent intruder drills will be held throughout the year. The students will be given appropriate information before each drill.

Outside recess is in a safe, fenced play area. Students will be led to and from that area by a staff member. Children will remain inside during inclement weather, including when the wind chill is below 25 degrees. Children with asthma shall not play outdoors when the local health authorities announce that the air

quality is approaching unhealthy levels or at the direction of a parent. The appropriate child/staff ratio will be maintained.

There will always be a staff member present when the children are napping.

First Baptist Church has a baptistery located on the same floor as the preschool. Water will never be in the baptistery during school hours.

Outlets not in use will be covered.

Parents will always be notified if a child receives an injury while at school. Most injuries are minor and will be treated by our receptionist who is a practical nurse. He will complete an injury form that will be sent home. If the injury is more concerning, a phone call will be made.

### **Field Trips and Other Events**

Students may take occasional field trips. Parents are always encouraged to participate. There will also be other events which parents and/or grandparents will be invited to the school to enjoy special times.

Any trip that is outside of Covington and will involve transportation will require a written permission slip from parent/guardian. Since preschool students require car seats, children will have to ride with a parent or the parent will have to give written permission for a child to ride with another properly licensed parent and the child's parent must provide the appropriate car seat. CCS does not have appropriate transportation available.

Attendance will be taken before students leave for a field trip and once again before they return and when they return even if the parent is present and driving. Children will not be left unattended.

### **Library**

Students will have regular trips to our school library that is located in the basement. Staff from our community public library may visit at times and read to the children.

### **School Closings**

If Covington Christian School has a delayed opening or is closed, you will receive notice via One Call, which is a system that allows CCS to send text, phone and email notifications. Closings and delays will also be announced via the CCS Facebook page.



1. In the Scriptures of the Old and New Testaments as verbally inspired of God (2 Timothy 3:16; 2 Peter 1:19-21), and inerrant in the original writings (Matthew 5:18), and that they are the supreme and final authority in faith and life (2 Peter 1:3; 2 Timothy 3:16-17).
2. In one God, eternally existing in three persons: Father, Son and Holy Spirit (Ephesians 4:4-6; Jude 20-21; Revelation 1:8; Colossians 2:9; Hebrews 1:1, 8-9; Matthew 1:23).
3. That Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man (Luke 1:35; John 1:14, 10:30).
4. That man was created in the image of God (Genesis 1:26), that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:23-24, 5:5); and that all human beings are born with a sinful nature (Romans 5:12-15, 6:6), and, in the case of those who reach the age of moral responsibility, become sinners in thought, word and deed (Romans 3:23).
5. That the Lord Jesus Christ died for our sins according to the Scriptures (1 Corinthians 15:3) as a representative and substitutionary sacrifice (2 Corinthians 5:21); and that all who believe in Him are justified on the grounds of His shed blood (Romans 3:23-25, 5:9).
6. In the resurrection of the crucified body of our Lord (1 Corinthians 15:20), in His ascension into Heaven and in His present life there as High Priest and advocate for us (Hebrews 4:15, 7:25-8:1).
7. In "That blessed hope," (Titus 2:13), the personal (Zechariah 14:4), premillennial (Revelation 20:4b, 6) return of our Lord and Savior, Jesus Christ (1 Thessalonians 4:15-18; Philippians 1:21-23, 3:20-21).
8. That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Romans 10:9; 1 Corinthians 12:13; John 1:12).
9. In the prominence of the local and visible Church (Acts 15:22; Revelation 1:4), baptism by immersion for believers (Acts 8:36-39, 10:47) and the ordinance of the Lord's Supper (Luke 22:19-20; 1 Corinthians 11:23-34).
10. In the bodily resurrection of the just and the unjust (John 5:28-29), the everlasting blessedness of the saved (Revelation 20:6) and the everlasting, conscious punishment of the lost (Luke 16:19-31; Revelation 20:11-15).
11. That God created an angelic being and named him Lucifer—Son of the Morning (Isaiah 14:12). He rebelled against God because of the sin of pride, and God cast him out of Heaven. He is the enemy of God and of every believer (1 John 3:8). The believer is admonished to resist him (James 4:7; 2 Corinthians 11:13-14).
12. That all redeemed, once saved, are sealed by the Holy Spirit and kept by God's providential power and are thus secure in Christ forever (Ephesians 4:30; 1 Peter 1:5).
13. That God has given the Church a Great Commission (Matthew 28:18-20) to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language who believe on the Lord Jesus Christ (Revelation 7:9). It is every Christian's responsibility to use every means possible to take the Gospel to as many as possible (Romans 1:16-17).
14. That all legitimate authority is granted by God (Romans 13:1-2) and that God has granted authority to three basic institutions: *The Home* (Ephesians 5:22-6:4; 1 Corinthians 11:1-3), *The Church* (Ephesians 5:23; John 20:23) and *The State* (Romans 13:1-7; 1 Peter 2:13-17).
15. That church members are prohibited from bringing civil lawsuits against this Church or other members of this Church to resolve personal disputes (1 Corinthians 6:1-8). We believe that the Church possesses all the resources necessary to resolve personal disputes between members (Ephesians 4:31-32);

- Matthew 18:15-17). We believe, however, that a member may seek compensation for injuries from another member's insurance company as long as the claim is pursued without malice or slander.
16. That every church member is a steward of God's wealth and in the spirit of giving is to regularly support their Church financially (1 Corinthians 16:1-2). **Each one is to give as he purposes in his heart, not grudgingly or of necessity; for God loves a cheerful giver (2 Corinthians 9:6-7).**
  17. That men and women are spiritually equal in position before God (Galatians 3:28) but that God has ordained distinct and separate spiritual functions for men and for women in the home and the Church (1 Corinthians 11:3-16; Ephesians 5:22-23). The husband is to be the leader of the home and men are to be the leaders (Pastors and Deacons) of the Church. Accordingly, only men are eligible for licensure and ordination by the Church (1 Timothy 2:8-15, 3:1-13).
  18. That the only legitimate marriage is the joining of one man and one woman (Genesis 2:24), intended by God to last until one of the spouses dies (Romans 7:2-3). Jesus did have two exception clauses: If a spouse is found to be sexually immoral (Matthew 19:9); or if an unbelieving spouse leaves, then the believer is not bound (1 Corinthians 7:15).
  19. That God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; Hebrews 13:4). We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (1 Thessalonians 4:1-8).
  20. That we have a right to practice and teach these beliefs without fear of government intrusion because of federal Constitutional protection afforded in the 1<sup>st</sup> and 3<sup>rd</sup> Amendments. Should these rights be removed, we will hold fast to the Scriptures (Acts 5:29), because God's Word is Truth (John 17:17).

***Covington Christian School reserves the right, in its sole discretion, to refuse admission to a family or discontinue enrollment of a current student whose lifestyle or actions at home or abroad are contrary to the biblical principles, faith and practice represented in this handbook.***



