



# Covington Christian School Early Childhood Program Handbook

Updated January 2021

## **A Word from the Administrator**

Dear Parents,

We have served preschool children for over thirty years and are pleased to continue this service for the new year. It is our desire to partner with you in the education and spiritual upbringing of your child.

We are here to serve your family and our desire is to communicate with you often not only by keeping you informed, but also by listening to your needs and concerns.

This handbook is given to explain the framework in which we have chosen to operate as a group of believers for the special purpose of daily education.

Justin Wilderman

### **Admission**

All families are welcome in the Covington Christian School Early Childhood Program as long as families agree 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 special services may be pursued with written permission by parents/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 and acknowledge the biblical beliefs of our ministry and staff. Our doctrinal beliefs can be found on the last page of this handbook. Our three- and four-year old's will be taught biblical truth at a level they can comprehend; this will mainly be accomplished through short lessons, stories, object lessons, etc. In addition, children will be taught good character behaviors that are based on biblical truths.

### **About the Program**

Our early childhood (K3, K4) training includes Bible, alphabet, numbers, reading readiness skills, colors, shapes, science, music, art, and so much more accomplished by loving, godly teachers. Many of our four-year old's will even be reading before the year is complete. Our preschool will utilize best practices for early learning and 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.

While still fun, kindergarten (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.

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

**Tuition and Fees**

<b>Preschool – 3’s</b>		
	<b>Yearly</b>	<b>Ten Month Plan</b>
Full Day M-W-F	\$3255.00	\$325.50
Half Day M-W-F	\$2520.00	\$252.00
Full Day M-F	\$4410.00	\$441.00
Half Day M-F	\$3255.00	\$325.50
<b>Preschool – 4’s</b>		
	<b>Yearly</b>	<b>Ten Month Plan</b>
Full Day M-F	\$4410.00	\$441.00
Half Day M-F	\$3255.00	\$325.50

<b>Kindergarten – 5’s</b>		
	<b>Yearly</b>	<b>Ten Month Plan</b>
Full Day M-F	\$4620.00	\$462.00
Half Day M-F	\$3255.00	\$325.50

**Other Fees:**

Registration: \$150.00

Book Fees: \$225.00

Book fees cover the costs of workbooks, art projects, and other supplies.

Half-day students staying for a full day - \$10.00 for each occurrence.

Extended care after 4:00 p.m. is an extra \$6.00.

**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 student may no longer attend.

**Preparing for K3 and K4**

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

1. Completely dress – Teach your child to snap, lace and tie clothing or to button and zip. However, 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 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 could 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 given 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.

**DTP**

**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.

Communicable diseases are reported to the health department by health care professionals. A list of communicable disease that must be reported are found at the end of this handbook. If your child has a communicable disease on this list, a written note from your child’s physician is required before the child can return to school.

### **CCS Requirements**

#### **Birth Certificate**

An official copy of a birth certificate must be presented and on file in the student records. The office personnel may 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.

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. Child cannot attend until he has been on such medication for a period of at least twenty-four fever free hours. Chickenpox 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 a medication while at school, the medication must be in a labeled 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 medications be placed in a child's backpack. All medications will be dispensed from the reception desk or school office 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. Socks are also required.

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 and K4.

## **Student Life**

### **Lunch**

Children who stay all day may bring a lunch from home. Any lunch from home should not include anything that needs to be warmed up or cooked. The lunchroom will provide flatware, but any other item must be sent from home. All 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 and Snack**

Students may purchase milk daily for \$.35 which will be enjoyed during snack time. It is preferred that milk money is sent in on Monday. In addition, the classroom teachers will ask parents to send in snacks at the beginning of the year. Snacks and milk will be offered each morning. For students who are still here at 4:00, another snack will be offered. Snacks may include crackers, pretzels, cookies, or anything

prepackaged. When the snacks begin to run low the teachers will notify the parents. Parents must sign that they agree with their child eating snacks furnished by parents.

### **Birthdays**

Teachers will acknowledge all birthdays; however, if you wish to send in a special treat for your 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.

### **Communication**

Teachers will send home a daily student report. In addition, you will receive a regular newsletter from your child's teacher that will keep you informed about what the students are learning and announcements about upcoming events. In addition, the school will send important information via email. Please be sure to keep in contact with your child's teacher as well. Parent conferences will be scheduled twice yearly, and parents will be informed of their child's progress academically, socially, and spiritually.

### **Recess**

The fenced playground is the designated area for outside play. Children may bring one toy for recess if they are willing to share. Electronics and battery-operated toys should be left at home. During poor weather, children will play inside.

### **Discipline**

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.

1. A first lesson to teach children is the meaning of self-denial – you cannot have your own way. Children must learn to obey the authorities God has placed over them.
2. Children are happiest and most secure when boundaries are clear to them. Patterns of behavior begin with the following areas of focus.
  - a. Cooperation – obey immediately, without questions. Obey with the right action, attitude and time.
  - 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 will be taught the boundaries of acceptable behavior by those in authority over them.
  - a. Repetition and redirection involve restating the rule and showing how to follow it.
  - b. Reproof is reminding of the boundary and stating the person has violated the boundary.
  - c. Rebuke is a verbal reprimand that follows repeated infractions of the rule. Rebuke necessitates an accusation of guilt and acceptance of that guilt by the offender.
  - d. Punishment will consist of “time out”. This includes the child being removed from the group or activity for a period of time. Time out will last from one to five minutes. This will be followed by reproof and rebuke. If a student has received several time

outs in a day, parents will be notified.

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.

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 a conference with the parents. If behavior does not improve, services will be terminated.

### **Hours of Operation**

Half day classes: 8:00am – 12:00pm

Full day classes: 8:00am – 2:45pm

### **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 will continue after regular school hours. After 4:00 p.m., parents will be charged an extra \$6.00 per day. The school closes at 4:30 p.m. Parents who arrive after 4:00 p.m. must sign the student out for billing purposes.

Students in extended care will be on the playground during nice weather; otherwise, they will be in the open area by the K3 and K4 classrooms.

### **Arrival**

Students who arrive before 8:00 a.m. should be brought in by a parent or guardian. Please park in the lot adjacent to the alley playground. K3 students should always be escorted in by a parent or guardian. After 8:00 a.m. K4 and K5 students may be dropped off by pulling into the alley on the south side of the school. Drop off point is by the pole. There will be a school employee stationed at the front door to greet your child. Parents are always welcome to park and come into the school.

If you need to speak to a teacher, please arrive early enough to allow extra time. Teachers are to begin class at exactly 8:00 a.m.

### **Departure**

Students leaving at 12:00 p.m. will be brought out in a line to the alley drop off point on the south side of the building and placed in their cars by a teacher. Students being dismissed in the afternoon will be brought to the drop off point at 2:45 p.m.

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, you will need to call the school office.

### **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 person authorized to pick up the student.

No parking is allowed in the large parking lot at any time.

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°F. Children with asthma shall not play outdoors when 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.

Children will be supervised at all times. One staff member will always be present in the nap room.

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.

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

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

Any trip that is outside of Covington 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 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 make regular trips to our library located in the brick building near the playground. In addition, staff from our local public library will visit and read to our 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.

## Doctrinal Beliefs

### We Believe. . .

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 supreme and final authority in faith and life (1 Peter 1:3; 2 Timothy 3:16-17).
2. In one God, eternally existing in three persons: Father, Son and Holy Ghost (Ephesians 4:4-6; Jude 20-21; Revelation 1:8).
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 1:1-4, 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 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); that all who believe in Him are justified on the ground 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 for us a High Priest and Advocate (Hebrews 7:25-8:1).
7. In "that blessed Hope" (Titus 2:13), the personal (Zechariah 14:4), premillennial (Revelation 20:4b, 6) and imminent return of our Lord and Savior, Jesus Christ.
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 19:9; 1 Corinthians 12:13).
9. In the prominence of the local and visible Church (Acts 15:22; Revelation 1:4), baptism, by immersion for believers (Acts 9:36-39; 10:47, 11:15-17) 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 16:19-21; Revelation 20:11-15).
11. The 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).
12. We believe in the literal Genesis account of Creation in which God through the pre-incarnate Christ (John 1:3) created all of the world and its creatures in six consecutive twenty-four-hour days. Mankind was created as man and woman and dwelt in the presence of God in a perfect, sinless state. However, as a result of disobedience to God, sin entered Adam and Eve and they became aware of good and evil. Because of God's grace He condemned Adam and Eve to leave His direct presence and become subject to spiritual and physical death (Genesis 3:2-23). Through Adam sin entered the world and the judgment of death was thus passed to all men (Romans 5:12). But God's redemptive plan allowed for the substitutionary death of His Son Jesus Christ to atone for the sins of man (Romans 5:18), and to bring salvation and eternal life to all who believe (John 3:16). The foundation for the origin and purpose of life, the cause of death, and the need for a Savior can only be understood in the light and knowledge of the truth as presented in God's Word (2 Corinthians 4:6).

13. We believe that principles of marriage and sexuality are self-evident truths confirmed by Scripture, nature, and the historical deterioration of civilizations that stray from them. The only legitimate marriage is the joining of one man and one woman (Genesis 2:24) and that God has commanded that no intimate sexual activity be engaged in outside of marriage between one man and one woman. Any perversion of God's gift of sex and sexuality is strictly forbidden by God. \*

Covington Christian School reserves the right, in its sole discretion, to refuse admission to an applicant or to 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.

\*Perversions of God's gift of sex could include acts of fornication, adultery, homosexuality, lesbianism, bisexuality, bestiality, pornography and attempts to alter one's gender (Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; Hebrews 13:4; I Thessalonians 4:1-8. These referenced verses are not exhaustive.