

Table of Contents

Table of Contents	1
Welcome	3
General Information	4
History.....	4
Philosophy of Education	4
Spiritual Objectives.....	5
The Purpose of Carroll Christian Preschool.....	5
Curriculum	5
Enrollment	6
Admission.....	6
Procedure for Enrollment	6
Schedule.....	7
Arrival and Departure	7
Preschool Tuition Payments.....	8
Field Trips (2 - 4 Year Olds ONLY)	8
Late Stay Fees	8
Withdrawal.....	8
Annual Calendar.....	8
General Information	8
Weather	8
Snow Days	9
General Information.....	9
Money	9
Lost and Found.....	9
Clothing	9
Hair Code	10
Birthdays.....	10
Nap Time.....	11
Toys	11
Supplies List (Required for each child):	11

General Policies 12

 Bathroom Policy..... 12

 Graduation..... 12

 Health and Safety..... 12

 Health Records..... 12

 Medical Emergency Contact Information 13

 Illness and Medication..... 13

 Diseases..... 13

 Accidents..... 13

Attendance 14

 Lunches and Snacks..... 14

 Lunches 14

 Snacks 14

 Contacting the School..... 14



Carroll Christian Schools Preschool Handbook

Welcome

We are glad you have chosen to join the CCS family. We encourage you to be active in your child's education and to join us for various activities.

We hope you will love CCS and will continue to allow us to serve you and your family until your children graduate from high school.

If you ever have any questions, suggestions, or concerns, please feel free to meet with your preschool teacher. If you do not feel that your needs have been met, please contact Mrs. Crago. After you have met with her and you still have a concern, my office door is always open. I would be happy to meet with you.

We are looking forward to a great year at CCS!

In Christ,

Matthew Reisberg
Administrator

General Information

History

Carroll Christian Schools began in 1973 as Carroll Christian Academy. The new school was started as a ministry of the Church of the Open Door for the purpose of providing a Christian alternative to the community's educational options. The Academy opened its doors with thirty-four students in grades kindergarten through four.

The school grew steadily, adding one grade per year until graduating its first senior class in 1982. Shortly thereafter, a preschool program was started and the school officially became known as Carroll Christian Schools.

Through the years the school has added curricular and extra-curricular enhancements to our academic program. These include a fully developed fine arts program as well as multiple opportunities in athletics and two academic tracks for high school students.

As the church and school ministries grew, so did the need for additional facilities. The school began in the church's original 70' x 100' building known as the Baker Building. The ministries grew rapidly, so the Boese Wing was added in two phases, in 1974 and in 1976. In 1980 the two small buildings sometimes referred to as the "temporaries" or "portables" were constructed. The 1980's saw explosive growth in the church which led to the construction of the 1500 seat auditorium in 1985. A long-time dream for the school was fulfilled in 1994 when the gymnasium/high school building was finished. This building contains a full-size high school gym, locker rooms, a fully equipped commercial kitchen, modern science lab, and a state-of-the-art computer lab. A two-classroom modular building was installed next to the gymnasium in the summer of 1998. The addition to the high school building during the 2001-2002 school term provided a large cafeteria, as well as a larger library, another computer lab, and five classrooms.

Dr. Norris Belcher has served as pastor of the church and president of the school since 1995. The Lord has provided a number of highly qualified faculty members since the inception of the school. The number of administrators has been few since there is a low turnover rate. The school currently employs two staff members who have earned doctorates and at least six staff members who have masters' degrees.

The school celebrated its 40th anniversary in 2012-2013. As the Lord has provided for us over the past years, we are confident that He will continue to meet our needs as we continue to stand "*for the Word of God, and for the testimony of Jesus Christ.*" (Rev. 1:9)

Philosophy of Education

The goal of Carroll Christian Schools is to develop well-rounded students who will grow up to serve the Lord and use their talents for Him. Luke 2:52 states that "... *Jesus increased in wisdom and stature, and in favour with God and man.*" That means that He grew academically, physically, spiritually, and socially. It is our desire to help each young person reach their full potential for Christ.

Our desire is to have an environment where the students feel nurtured and loved. The staff serves at great financial sacrifice because they love the Lord and the students. The faculty and staff seek to mentor each child, and be a godly example to each student and their families.

Spiritual Objectives

1. To teach that the Lord Jesus Christ is God's Son and that He came from heaven to earth to voluntarily die on Calvary's cross, to be buried and rise again according to the Scriptures, and to provide salvation, the forgiveness of sin, and eternal life in Him.
2. To love the Lord Jesus Christ and be loyal to Him.

The Purpose of Carroll Christian Preschool

1. The child will learn about the Bible, the Word of God.
2. The child will discover how to obey the teacher, his parents, the Lord, and the Bible.
3. The child will learn to get along with other children, to give, and to share.
4. The child will learn how to think and to apply and express himself.
5. The child will learn how to assume responsibility.
6. The child will learn how to develop proper attitudes, habits, and skills necessary to move up into kindergarten and elementary classes.
7. The child will learn to function independently.
8. The child will learn self-control (self-discipline).
9. The child will learn and practice small and large motor skills.
10. The child will experience language development through hearing and using language, thus acquiring an enlarged usable vocabulary.
11. The child will discover and develop his senses (sight, touch, hearing, tasting, and smell).
12. The child will have healthy, happy feelings about school.
13. The child will be provided with a good working relationship between the home and the classroom. The child will have a positive environment in which to develop.

Curriculum

The preschool teacher has the responsibility to reach the child spiritually, intellectually, emotionally, socially, physically, and culturally. The Abeka curriculum is used in the K2-K4 classroom lesson plans. The following is a brief overview of what your child will learn in class.

The K 1 class also will include "the Bright Wheel" app to allow parents to view their child's daily routine.

1. **Bible:** The child will discover how to think, grow, know, and live "God's Way." The teacher will establish a firm foundation which a preschool age child can use as a base from which to grow. The child will learn that God loves him and God never changes; therefore, God is always there when he needs Him in every situation of life. The children will be taught to be thankful for everything. The child will be able to comprehend and understand what is read from the truth of God's Word. The child will learn to know the truth and trust God daily for his needs. (Philippians 4:8)
2. **Letters and Sounds:** The child will learn basic visual perceptual skills along with basic concepts of letters and sounds, alphabet recognition, initial letter sounds in alphabetic sequence, the basic sound of each consonant letter and the short sound of each vowel letter. Since reading is a thinking process, our goal is to teach not only language acquisition and visual discrimination of basic shapes and letters but also a variety of reasoning skills that will help children sort out and organize this information as it acquired.
3. **Numbers:** The child will learn basic concepts of mathematical principles, numbers, and numeral recognition – precept upon precept, line upon line. (Isaiah 28: 9-10)

4. **Penmanship:** The child will learn the correct pencil hold and handwriting strokes in manuscript. This skill is taught in a low-key manner and practiced but not drilled.
5. **Art:** The child will learn that from the very beginning God taught us art through creation. (Psalm 19:1-2) Everything that God made was good. (Genesis 1:31) Example: The four seasons.
6. **Music:** The child will learn to make a joyful noise unto the Lord. “A merry heart maketh a cheerful countenance:” Proverbs 15:13
7. **Themes:** Each week our theme will change to teach the children many different topics. Example: community helpers & P is for Pets.

Enrollment

Admission

Carroll Christian Preschool has an open admissions program where children of all racial and religious backgrounds are welcome. As best as possible, children are accepted in the order in which they apply.

Children must be the appropriate age by September 1st for the appropriate class. Example: Three years old by September 1st to be in the 3-year-old preschool class.

All children are admitted on a trial basis, thus, allowing time for the child and parent to get to know the program and for the child to make necessary adjustments. Ample time to make other arrangements will be made if any problems arise.

Procedure for Enrollment

1. Parents will schedule a walk-through with the preschool director.
2. Parents fill out an application on the website www.carrollchristian.com. Click on the Admissions tab and follow the instructions.
3. When completed, parents submit the application online. The nonrefundable registration fee can be made online at www.carrollchristian.com by credit card or mailed to the school office.
4. After the walkthrough, all applications are considered in the order of being received for acceptance to the program.
5. After acceptance, an email will be sent to the parents instructing them on completing the enrollment process and submitting the following necessary paperwork.
 - a. Copy of the child’s birth certificate
 - b. Immunization records
 - c. Updated physical for the current year
 - d. First month of tuition
6. All fees must be paid before the first day of school: Supply/Book fee, and 1st month’s tuition along with any other fees that may apply to the admission of preschool.

Schedule

Full-Day Schedule

8:00 a.m. – 3:05 p.m.

Morning Program

8:00 a.m. – 11:30 a.m.

****Special Note: K1 may bring their child between 7:30 – 8:30 a.m.**

Classes begin at 8:30 a.m.

Modified Schedule (2 hour delay)

10:00 a.m. – 12:30 p.m.

*** K2, K3 & K4 will eat lunch after 12:30

*** K1 will need to bring a lunch

Early Stay begins at 7:30 a.m. in their classroom.

Students should not arrive prior to 7:30 a.m. It is requested that you pick up your child promptly at 11:30 a.m. if your child attends the morning program.

Arrival and Departure

Children must be accompanied to the classroom by the parents. Parents should park their car in the parking lot and walk their child to their classroom. For the safety of your child, they may not enter the classroom alone.

It is understood that emergencies may occur. When this happens, please contact the school office early to make other pick-up arrangements. Carroll Christian Preschool students may only leave the school grounds with an approved adult.

For your child's safety: If the person picking them up is not known by the staff members in attendance, please send a note with the person or call the school at least fifteen minutes before pickup. The staff members will check the adult's license to verify the name on the permission slip/or name given to the school office. We will not send your child home with anyone we do not know unless this procedure is followed.

Children that attend preschool for the morning only will dismiss at 11:30 a.m. and will need to be picked up at their classroom. Children dismissing between 3:05-3:30 p.m. will need to be picked up at their classroom. After 3:30 p.m., all preschool students will be in Mrs. Crago's K4 room. If you plan for your child to stay for late stay, please provide a snack and a drink marked for late stay. If a child unexpectedly needs to stay for late stay, a snack will be provided.

Children should be here by 8:00 a.m. to account for attendance and begin the day. **Exception: K1 is allowed up to 8:30 a.m. for attendance.** If you come in late (after 8:00 a.m.), please go by the school office to sign in and then bring your child down to the preschool room. If you anticipate a late arrival, call the school office so the preschool teacher can make the proper arrangements.

Since staff are responsible to know each child's whereabouts, be sure the staff member is advised that a child is leaving for the day when they are picked up to go home.

When applicable, a copy of the Custody Order must be on file in order for the other parent to be denied the right to take a child from Carroll Christian Schools (or Preschool).

Preschool Tuition Payments

Tuition must be paid monthly in advance. Parents are expected to cooperate by responsibly paying all fees on a regular basis. When unusual circumstances arise posing a payment problem, please promptly call to discuss the situation. Failure to contact the school financial office and make arrangements may result in the school taking further action. If you have financial questions, please contact Mrs. Campbell at 410-876-3838 ext. 307.

Field Trips (2 ~ 4 Year Olds ONLY)

Certain field trips of distance and where admission fees are charged will be in addition to the regular monthly tuition. Children are expected to attend all field trips. There is no provision for your child to be supervised at school on the day of an announced field trip. Permission slips will be sent home for any field trip which will entail the student being off campus.

Students will need to wear their preschool t-shirts provided to them at the beginning of the school year. When the field trip is off school property, parents will be required to leave car seats.

Late Stay Fees

The preschool day ends at 3:05 p.m. Billing for Late Stay begins at 3:30 p.m. Late Stay is available until 5:30 p.m. on a per-hour fee that is billed at the end of each month. This fee is determined each year and is listed on the current year Tuition Fee Schedule available at www.carrollchristian.com.

If your child is in Late Stay past 5:30 p.m., additional fees are charged and a form will be sent to you. If you will be later than 5:30 p.m., please call 410-876-3838 ext. 332 to notify the Late Stay worker.

Withdrawal

Carroll Christian Preschool enrolls only a limited number of children; therefore, two weeks written notice of intent to withdraw is requested. This allows the opportunity to fill the pending vacancy. Attendance for any portion of a given month constitutes a financial obligation for the entire month.

Annual Calendar

General Information

Carroll Christian Preschool opens daily, Monday through Friday, from 8:00 a.m. – 3:05 p.m. throughout the school year.

Preschool will follow the same schedule for closings and holidays as Kindergarten through 12th grade. Please see the preschool calendar for these dates.

Weather

Carroll Christian Preschool may not always follow the same schedule as the Carroll County Public School system. Announcements are made on TV, radio, and www.carrollchristian.com, as well as announcements being sent directly to your email address via RenWeb.

You may also follow Carroll Christian Schools on Twitter and Facebook for updates.

Snow Days

There are snow days built into the school calendar; therefore, we normally do not have to make up any days. However, should the need arise to make up snow days, an announcement from the school office will notify the parents of the changes.

If CCS is on a 2-hour delay, preschool will operate on a modified schedule.

General Information

Money

Tuition payments and other fees may be placed in the “office basket” on top of the cubbies. Please enclose payment in an enveloped marked for the office.

Loose change or cash is not to be brought to preschool at any time by children (except field trip monies). Carroll Christian Schools will not accept responsibility of lost money.

Lost and Found

Well-marked clothing and supplies with the child’s name usually will prohibit it from arriving at lost and found. Missing items may be checked at the LOST AND FOUND in the classroom or school office.

Clothing

In addition to being marked with the child’s name, it is very important that clothing be clean and weather appropriate for health reasons. Children should be dressed for outdoor play, even on cool fall/spring mornings when extra warmth is required. All children must participate in outside activities unless a note is received from the parents.

Since we have a lot of activity during the day, your child will need to wear tennis shoes. Flip flops, sandals, and boots are not appropriate for playing ball, going up stairs, etc. Children may wear boots during inclement weather; however, they need to change into tennis shoes once in the classroom.

One complete change of clothing should be sent with your child on the first day to be kept at school. This should include underwear, shirt, pants, socks, and sweater (clothes that fit). Since accidents do occur, please replace the clothes as necessary and adjust them seasonally and for proper size.

Clothing your child wears should be comfortable, washable fabric, and the type they can manage with little help.

Make certain your child’s first and last name is on everything removable (hats, gloves, sweaters, jackets, etc.). Hang your child’s coat on the hook with the book bag. Put their lunch on top of their cubby.

Be alert to your child bringing home items that are not his. We realize items are accidentally picked up. If this should happen, please return the item to school the next day. Together, we will work to help each child learn to accept responsibility for his own belongings.

To be consistent with our school-wide dress code policy, shorts by themselves may not be worn.

Girls:

- Dresses or skirts must touch the middle of the knee. Pants may be worn. Shorts may only be worn under skirts.
- Pants must be loose fitting.
- Shoes - Tennis shoes (No sandals, flip flops, or boots).
- No necklaces, watches, or bracelets.
- No visible tattoos or other body art.

Boys:

- Pants - casual or sweatpants. (No shorts.)
- Shirt – comfortable, casual shirt.
- Shoes - tennis shoes. (No flip flops, sandals, or boots including cowboy boots)
- No necklace, earrings, or watches allowed.
- No visible tattoo or other body art.

Hair Code

Some of the contemporary styles of trimming hair extremely close, or shaving it on the sides above the ear and the back are not acceptable. Shaving or carving designs, initials, leaving tufts of hair in a shaved head are also not acceptable.

Girls:

- Hairstyle should be becoming to a girl.
- No extreme style or hanging in the face or eyes.

Boys:

- Not excessively full and should be off the collar and out of the eyes.
- Hair should be neat with top, sides, and back tapered to blend evenly in a traditional, conservative haircut.

Birthdays

To children, a birthday is special. Parents may wish to supply snacks for that day. Please call the preschool teacher at least a full day ahead of time to confirm the date and make arrangements. The teacher will let you know how many are in the class.

Holiday or summer birthdays may be celebrated on another day. Please contact the preschool teacher to make those arrangements.

If you choose to hand out birthday party invitations to students in any preschool class, please send the invitations in to the teacher rather than giving them to the student to hand out. The teacher will distribute them to the correct backpack.

Nap Time

The preschoolers will have naptime daily. All items need to be brought in a reusable grocery bag. These will be sent home each Friday for washing. They should be returned for your child's first day of the week. A small, quiet, stuffed animal may be brought from home to make the rest time more enjoyable.

Toys

Each day we have Show & Tell. Please bring in a toy that matches the letter or theme for that week.



Supplies List (Required for each child):

1 Year Olds

All Students

1 change of clothes in gallon Ziploc bag with name
Snacks for a.m. & p.m. in a Ziploc bag
Extra pack of diapers
Box of baby wipes
Box of tissues
Box of Clorox wipes
1 Sippy cup/bottle
Folder
1 inch 3 ring binder

2 glue sticks
Book Bag – Big enough to hold lunch box and folder

Full-Day Students

Lunch box with drink & ice pack
Reusable grocery bag
Fitted pack & play sheet or crib sheet
Small blanket
Small pillow (optional)
Small stuffed toy (no noise)



2 & 3 Year Olds

All Students

Change of clothes in Ziploc bag with name
Extra pack of diapers/Pull-Ups (2's)
Box of Jumbo Crayons (Preschool size)
2 glue sticks
Backpack/Book bag – large enough for a 8 1/2 x11 folder
Folder for papers
Composition notebook
Wipe off board (8 x10 size)
2 wipe off markers
Plastic pencil box
1 tub of Play-Doh

Baby wipes
Box of tissues

Full-Day Students

Lunch box w/drink and ice pack
Reusable grocery bag
Twin-size fitted sheet
Small blanket
Travel or crib-size pillow (optional)
Small stuffed toy (no noise)



4 Year Olds

All Students

Change of clothes in Ziploc bag with name
 Box of Jumbo Crayons (Preschool size)
 2 glue sticks
 Jumbo pencil
 Backpack/Book bag – large enough for a 8 ½
 x11 folder
 Folder for papers
 Composition notebook
 Wipe-off board (8 x10 size)
 2 wipe-off markers
 Plastic pencil box

2 colors of Play-Doh
 Baby wipes
 Box of tissues

Full-Day Students

Lunchbox w/drink & ice pack
 Reusable grocery bag
 Twin-size fitted sheet
 Small blanket
 Travel or crib-size pillow (optional)
 Small stuffed toy (no noise)



General Policies

Bathroom Policy

All students attending K3 and K4 must be potty trained before the first day of school.

Graduation

If your child is accepted into K3-K4 with a late birthday (through September 15) the child may need to repeat K4 as determined by the K4 teacher and preschool director based on maturity level and learning skills. Occasionally other students may need to repeat K4 as well for the same criteria.

At the end of the K4 year, there is a graduation program. Your child will perform songs and share what they learned throughout the year. A preschool diploma will be given to your child to mark their accomplishments. Families are encouraged to attend and enjoy the program and a special lunch.

Health and Safety

Health Records

Health records must be completed and on file before the first day of school. A copy of a child's birth certificate must be in the office before the first day of school. Immunization records are required. As your child receives updated shots, please send in a copy of those records for our files.

Allergies, regular medications, reactions to foods or other needs are to be completed on the Online Enrollment forms during the enrollment process. The information must be updated as needed and can be accessed through your RenWeb account.

In cases of severe allergies where a child must have an EpiPen accessible, the nurse will need to be aware of this and a current EpiPen must be in the preschool locked box.

A nurse is on the school staff and is available to answer any questions you may have. If your child is displaying symptoms of illness, they may be sent to the nurse for evaluation.

Medical Emergency Contact Information

Current emergency contact information must be on file. You can access your child's information via RenWeb at any time to make any updates. It is important that this is kept up to date in the event of a medical emergency.

Illness and Medication

The health room policies help to make our school year a healthy one. Listed are some reminders to help parents know the CCS procedures in dealing with various illnesses throughout the year. Adhering to these policies, while not completely removing illnesses children may have, will keep other children from illness.

- Fever: any temperature greater than 100°
Fever must be normal without the use of fever-reducing medications for 24 hours before returning to school.
- Excessive coughing
- Vomiting
- Diarrhea: more than 2 episodes in a 4-hour period
- Continuous runny nose (other than clear drainage)
- Drainage from eyes
- Unexplained excessive irritability.

As a reminder, medications do not eliminate the illness from being contagious. It only reduces the symptoms. If there is a need to give a medication prior to school, then the child should remain at home until the symptoms are no longer present or they have been cleared by a physician to return to school.

The child should not return to school until 24 hours after the fever or symptom is present. If your child is placed on antibiotics, they cannot return to school until 24 hours after the 1st dose.

Please be aware that this list is not exclusive and that the teacher has the responsibility to question any symptoms that she might find as a concern. Our goal is to create a healthy environment for all children. If you are unsure as to whether your child should come to school or not on a given day related to illness, please contact your child's teacher or the school nurse. If a decision cannot be reached, then a physician's decision might be needed to verify that your child is not contagious.

In order to help students learn and interact well with others at school, if they are up throughout the night and need to sleep in, it would be best to keep them home for the entire day rather than bring them in late. Children at these ages do better with structure and often feel overwhelmed when they missed a part of the day due to not feeling well already.

Diseases

Should your child contract a contagious disease (i.e. strep, rashes, measles, chicken pox, ringworm, pink eye, impetigo, etc.), please notify the CCS nurse immediately. Other parents may then be warned to watch for the symptoms in their children. Should you have any questions regarding this, please contact the school nurse. A doctor's written permission to return to school may be required for your child.

Accidents

Precautions for the safety of children are taken at all times by the staff; however, in an incident where medical attention is required, parents will be notified. If the parents cannot be reached, the emergency contact person will be used. If we are unable to reach any contact, the school has the right to seek medical attention for the student in the event of an emergency.

Attendance

Please notify the teacher any time your child will be absent from their scheduled time. Each day's program is planned for every enrolled child. Absences require a parent's note of explanation on the returning day. Fees are charged for all days which a child is registered to attend, whether he is present or not, since a space is reserved.

Lunches and Snacks

Lunches

Lunches can be provided for the students in two ways:

1. You may choose to send a lunch with your child in a lunch box (with an ice pack if needed). A microwave is available to the teacher so feel free to send anything of your choosing.
2. You may order your child's lunch for a nominal fee from your RenWeb account. The lunch menu along with prices is updated monthly and can be viewed on your RenWeb account.
3. Lunch orders for the day must be placed by 8:30 a.m. by the parents.
4. Lunch will be on a prepayment basis only. Payment may be made by cash, check, or credit card. Cash and check are submitted to the office. A credit card payment is made through the www.carrollchristian.com website. Once a payment has been made, an account will be set up in RenWeb. Each time your child receives their lunch, your account will be deducted the correct amount for lunch. If a child does not pick up their lunch because they had to leave early due to illness or another emergency, a charge will not be processed.
5. With the prepayment system, an automatic email will be generated if your balance is below a certain threshold point. Additional prepayment will need to be made for your student to continue to order lunches.

Snacks

1 Year Olds

Each child for this age group will need to bring their own snack in a sandwich bag. Please label each snack as morning or afternoon.

2 - 4 Year Olds

Carroll Christian Preschool provides one nutritional snack a day during the morning session. Snacks may introduce your child to a variety of foods, including vegetables, fruits, different cheeses, meats, and other nutritious foods.

Special Diets: If there is a special restriction on your child's diet such as an allergy, a statement from your doctor is needed. Also, a substitute snack from home should be sent with your child.

Contacting the School

Communication is a high priority at CCS. Each preschool teacher will give the parents their cell phone number and school email. Please feel free to contact them with any need.

Should you have any questions or concerns, please do not hesitate to contact your child's preschool teacher, the preschool director, or the school office at 410-876-3838 ext. 322 or by email.