

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.....	6
Arrival and Departure	7
Preschool Tuition Payments.....	8
Field Trips (2 Year Olds)	8
Field Trips (3 - 4 Year Olds).....	8
Late Stay Fees	8
Withdrawal.....	8
General Information	9
Weather	9
Snow Days	9
General Information.....	9
Money	9
Lost and Found.....	9
Clothing	9
Hair Code.....	10
Birthdays	11
Nap Time.....	11
Toys	11
Bathroom Policy.....	11
Graduation.....	11
Health and Safety.....	12

Health Records 12

Medical Emergency Contact Information 12

CCS School-Wide Health Room Policies 12

General Reminders 16

Attendance 17

Lunches and Snacks..... 17

 Lunches 17

 Snacks 17

Contacting the School..... 17

Supplies List (Required for each child): *No dollar store brands, please* 18

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,



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 four 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.

CCS is celebrating our 47th anniversary in 2019-2020. 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 K2-K4 classroom lesson plans. The following is a brief overview of what your child will accomplish as they complete our preschool program.

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, 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 each 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. After the walk-through with the student, all applications are considered in the order of being received for acceptance to the program.
4. After acceptance, an email will be sent to the parents instructing them on completing the enrollment process and submitting the following necessary paperwork.
 - a. **The nonrefundable registration fee submitted through FACTS, which the parents set up during the enrollment process.**
 - b. Copy of the child's birth certificate
 - c. Immunization records
 - d. Updated physical for the current year
 - e. First month of tuition – due by Aug 1st
5. CCS uses the FACTS Management for school payments (including any fees). Reminders are emailed 4 days before the schedule automatic payment is made. Parents set up the account during the enrollment process.

Schedule

Full-Day Schedule

8:00 a.m. – 3:10 p.m.

Morning Program

8:00 a.m. – 11:30 a.m.

Modified Schedule (2 hour delay)

10:00 a.m. – 12:30 p.m.

Lunch will be after 12:30 p.m.

Early Stay begins at 7:30 a.m. in the child's classroom.

****Due to teachers preparing their classrooms for your child, students should not arrive prior to 7:30 a.m. Parents or students will not be allowed in the classroom before 7:30 a.m.**

Children should be here by 8:00 a.m. to account for attendance and begin the day. If you come in late (after 8:00 a.m.), please call your child's preschool teacher and a staff member will meet you at the door.

For early dismissals due to illness or scheduled appointments, please pick your child up from the preschool door. Otherwise, the door remains locked until 3:10.

It is requested that you pick up your child promptly at 11:30 a.m. if your child attends the morning program.

Please Note: We take the education of children very seriously, and although fun and age-appropriate, much learning takes place during the preschool day. Additionally, children thrive in an environment where they know what to expect, and routines are kept. For these reasons, it would be very disruptive to both teachers and students to allow repeated changes from day to day or week to week. Therefore, we require parents to consistently stick to the days and times chosen (listed above: Full-Day or Morning only). We are not a daycare center, and therefore, cannot allow constant changes to the schedule.

Arrival and Departure

Parents should park their car in the parking lot and walk their child to their Preschool door. Children must be accompanied to the Preschool door by the parents. For the safety of your child, only preschool students are allowed inside the door. An Aide will take your child to their classroom.

If a parent needs to speak to a teacher, please email/text your child's teacher.

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

Please have students here on their days and times. Because of our learning schedule, if your child is unable to arrive at school by 9:00 am on their scheduled day, please keep them home.

CCS takes your student's safety very seriously and makes it a priority to have several fire drills and other safety drills throughout the year to ensure that everyone knows how to respond in the event that there is a real issue. Due to the possibility of an event, please be familiar with our "Lock Down" policy.

At times, a "Stay Where You Are" event may change to a Lock Down event. In the case of a Lock Down event, parents of preschool students will be made aware of our event. All students and staff may travel through the halls of the building they are in at the time. No one may leave the buildings until an "all clear" signal is given. Bathroom breaks may be taken once in Lock Down. Again, NO ONE may leave the building for recess, lunch, or dismissal until the "all clear" is given. Once the "all clear" signal is given, parents of Preschool students will once again be notified, and they may pick their child up.

For your child's safety: If the person picking up your child is not on listed as having been approved by the parent, please call the school office at least fifteen minutes before pickup. The staff members will check the adult's license to verify the 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 who attend Preschool for the morning only will dismiss at 11:30 a.m. and will need to be picked up at their Preschool door. Children dismissing between 3:10-3:30 p.m. will be picked up at the main Preschool door. After 3:30 p.m., all preschool students will be in 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. When picking up your child from late stay, please ring the doorbell.

Children should be here by 8:00 a.m. to account for attendance and begin the day. If you come in late (after 8:00 a.m.), please call your child's preschool teacher and a staff member will meet you at the door.

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 a 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

Payments are made automatically from your financial institution through FACTS Management. Your personal account is set up during the enrollment process. 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 the financial secretary at 410-876-3838 ext. 313.

Field Trips (2 Year Olds)

Two-Year-Olds will enjoy in-house field trips. **Fall field trips are canceled for this year. We will reevaluate for the spring.**

Field Trips (3 ~ 4 Year Olds)

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. **Fall field trips are canceled for this year. We will reevaluate for the spring.**

Please Note: When the field trip is off school property, parents will be required to leave car seats.

Late Stay Fees

The preschool day ends at 3:10 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 will need to stay on a particular day but does not normally go to Late Stay, please contact the teacher.

Late Stay sign in/out will be done by the teacher. Please ring the doorbell at the main Preschool entrance and your child will be brought out to you.

Students may enjoy a parent-provided snack and drink during Late Stay. Please label this as "**Late Stay Snack.**"

If your child is in Late Stay past 5:30 p.m. (in cases of emergency only), additional fees are charged, and a form will be sent to you. If you will be later than 5:30 p.m., please 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.

General Information

Carroll Christian Preschool opens daily, Monday through Friday, from 8:00 a.m. – 3:10 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.

Teachers will contact parent via text messages regarding special announcements, changes in schedules, school delays, etc.

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 and your child's teacher will email you.

General Information

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

Money

Tuition payments and other fees should be taken to the school office. Please do not leave these in your child's bookbag.

Loose change or cash is not to be brought to preschool at any time by children. 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 keep it from arriving at lost and found. Missing items may possibly be found 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.

Students may not wear hooded shirts. Clothes should not have holes in them.

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, we will send them home to be cleaned and replaced, as necessary. Also, please replace as necessary to adjust for season and proper size as children grow.

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

Please respect others by only allowing age-appropriate themes on shirts (nothing that would offend or scare other children).

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 his or her 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 must be worn under skirts and may not be worn alone without a skirt over top.
- Pants must be loose fitting.
- Shoes - Tennis shoes (No sandals, flip flops, or boots).
- No spaghetti strap dresses or shirts.
- No necklaces, watches, or bracelets.
- No tattoos or other body art.
- No holes in clothing.

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.
- No tattoos or other body art.
- No holes in clothing.

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:

- Boys' hair must not be excessively full and should be off the collar in the back, off the ears, and out of the eyes.
- Hair should be neat and should not be a fad style. Tapered cuts are preferred.
- Hair should not be longer than 2" on top of the head.
- Students cannot have their hair long on the top and shaved on the sides. A slight difference from the top and sides is acceptable. Please view some examples of what is acceptable and what is not by going to our website under the 'Info' tab.
- Hair must not be dyed or colored. Those who do so will be asked to leave school until the normal hair color is restored. This will be an unexcused absence and a penalty will also be given.
- Unusual styles will not be accepted.

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 students are in the class. If sending cupcakes, please send only mini cupcakes. **All birthday snacks need to be store bought and in a sealed container.**

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 nap time daily. Please supply a twin-sized sheet, small crib-sized blanket, and travel pillow in a reusable bag. These will be sent home on the child's last day of the week 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. No sleeping bags, please.

Toys

Each day we have Show & Tell. Your child's teacher will give the information to parents.

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. If the teacher feels this is necessary, she will request a meeting to discuss this. In this case, the child's last day would be earlier than the rest of the class due to graduation practices.

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 celebration.

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. Staff are trained for this yearly.

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, he or she 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.

CCS School-Wide Health Room Policies

Recognizing that the promotion of the best possible health for each student is important to the student's present and future life, CCS has established a school health program.

Updated COVID Healthroom Policy:

Please note that we are following recommendations made by the CDC and local health departments. These policies are subject to change as guidelines are adjusted. CCS families and staff will be made aware of changes to the COVID policy as the school year progresses.

- ❖ Temperatures must be taken **at home** prior to the beginning of the school day. Temperature must be **below 100** without the use of any fever-reducing medication.
- ❖ Students must remain home if they have a fever or if symptoms are present. (for example: no fever but a productive cough-student should not come to school until cleared by a physician). If cleared by a physician and still having symptoms, such as a productive cough, student may be required to wear a mask for the protection of others.)

Per CDC guidelines symptoms of COVID include:

- Fever (above 100 or chills)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

CDC Guidelines for COVID:

Tested positive for COVID or actively showing signs and symptoms:

- Stay home and quarantine.
- Please make the school aware as soon as possible.
- Any siblings or those living in the household must also be quarantined at home for 14 days.

When can you return to school following a positive diagnosis:

- 3 days after the fever is absent (without the use of fever reducing medication)
- symptoms have improved and are no longer active
- clearance by the physician (some physicians are requiring retesting. 2 negative tests at least 24 hours apart)

Close contact with someone testing positive with COVID:

- Quarantine for 14 days. If no fever, symptoms, or positive testing appear, then following the 14 days, the student may return to the school setting.

**Please note that return to school following a medical absence will be taken on a case-by-case basis and cannot be given a specific number of days.

The school has the right to request a doctor's note for non-pre-excused absences.

We do understand that not every illness is COVID, however we want to take the precautions and err on the side of being proactive to protect our entire CCS family. Therefore, we are asking that **any fever or symptoms listed above be treated as a possible COVID and remain home fever and symptom free for 3 days to give adequate time to determine if other symptoms appear.** There will be virtual learning opportunities that will allow those that are needing to remain at home with the ability to not miss their class time.

HEARING AND VISION SCREENING: Hearing and vision tests will be administered once a year by the Health Department (if allowed by the Health Department's COVID policies). Any abnormal results will be sent home to the parents/guardians to follow up for further evaluations with their family physician or optometrist.

IMMUNIZATIONS: The State of Maryland requires that we have a record of immunizations on file at the school. It is the parent/guardian's responsibility to keep an up-to-date record on file at the school. Those families that choose not to receive immunizations will need to keep a physician-signed or religious exemption form on file. Please contact the school nurse if this is the case to ensure the proper documentation is on file.

MEDICATION: Medication should be attempted to be given at home before or after school; however, if medication is needed during the school hours, the following instructions apply:

- All medication will require a physician-signed medication form.
- Both prescribed medications and over-the-counter medications require parental as well as physician consent, with the exception of acetaminophen (Tylenol) and ibuprofen (Motrin) and cough drops. Acetaminophen, ibuprofen, and cough drops will only require parental/guardian permission and will be given per the package directions. All other medications will require a physician signature.
- All medications are provided by the parent/guardian. The first dose of a new medication must be given at home.
- Medication must be dropped off by a parent/guardian not the student.
- If an inhaler or an EpiPen is to be carried by the student during the school day and/or during school trips, a physician signed "self-carry" form must be on file.
- It is best to inform the school nurse if a non-routine medication has been given at home prior to coming to school for the day.
- With the exception of the inhaler or EpiPen, as noted above, students are not permitted to have any other medication with them while at school.

Please note: All medications will be discarded at the end of the school year if not picked up by the parents. Medications cannot be sent home with the students. The school is not responsible for holding medications past the end of the school year and will not hold them from one school year to the next.

CONJUNCTIVITIS (PINK EYE): Conjunctivitis is very contagious; therefore, in the event that pink eye is suspected, the school reserves the right to ask the parent/guardian to have the student remain at home and/or out of school until seen by a doctor and a treatment begun. If diagnosed with pink eye, antibiotics must be administered for 24 hours prior to the student returning to school. The school reserves the right to request physician documentation before the student may return to school.

LICE: If a student is suspected of having lice, a parent/guardian will be contacted, and the student must be taken home. The parent is responsible for seeking medical treatment and/or the use of at home treatments (ex: NIX, Rid, Lice MD, etc.) Upon returning to school, the child must be checked by the school nurse or medical technician before returning to class. The school reserves the right to require physician documentation before returning to school.

COLDS: because the symptoms of a cold can overlap with the current symptoms of COVID, we ask that until COVID is ruled out, the same precautions as possible COVID are put in place.

PHYSICAL RESTRICTIONS: Make sure that any physical restrictions (e.g. doctor's excuse to sit out from gym, restrictions from using stairs, etc.) are **turned in to the office** so that we can update the proper staff members regarding the restrictions. Giving instructions to a specific teacher does not always get relayed to all the appropriate staff. Written documentation is needed for a student to be exempt from physical education or to have special restrictions during school hours. In the event that a physical restriction requires a student to use the elevator, please make the office aware.

FIRST AID: First Aid will be administered on a case-by-case basis. Any severe bleeding, severe head trauma (loss of consciousness), broken bones, severe lacerations, or anything else constituting a medical emergency will be treated by emergency services. Parents/guardians will be contacted after the emergency has been controlled. Ambulance services will be used as needed. The closest emergency room to the incident will be utilized.

Any incidents requiring further medical attention not constituting an emergency will receive medical treatment as necessary by the school nurse, medication technician, or trained staff members. The parents/guardians will be contacted to assist the student for further needed medical attention.

For minor first aid needs, medical attention will be administered by the school nurse, medical technician, or trained staff member. The parent/guardian will be notified of the incident. Based on the incident, the child may remain in school or may need to be picked up by the parent/guardian.

Medical Instructions: If you have any specific medical instructions from your doctor, please remember to submit them to the nurse or school office so the proper teachers/staff members can be updated on any restrictions. Do not just send it directly to the teacher.

For specific questions concerning health room policies or student medical updates, please contact the school nurse at jday@carrollchristian.com. Copies of medical forms can be found under the "forms" section of the website.

If any student becomes ill during the school day, parents/guardians will be contacted to arrange for pick up from school.

****In order to best protect our entire CCS family, please make the school nurse or office aware of any illnesses as soon as possible. The more detail given will allow us to best meet everyone's needs.

COMMUNICABLE DISEASES: If your child shows signs of any communicable disease (i.e. strep, rash, measles, chicken pox, ringworm, pink eye, impetigo, lice, etc.), please consult your physician and notify the CCS nurse immediately. Other parents may then be warned to watch for the symptoms in their children. The state law requires that children with certain diseases be excluded from school for a prescribed period of time. Therefore, a doctor's written permission to return to school may be required.

Children with mumps or chicken pox will be excluded from school by authority of the principal while there remains any swelling from mumps or until all the chicken pox have started to crust.

Impetigo, ringworm, scabies, pink eye, tonsillitis, head and body lice, and trachoma (a contagious infection of the eyelids) all require exclusion, but there is no set interval of time during which the child may not attend school. For contagious diseases that require antibiotic treatment, students must remain at home until antibiotics have been given for 24 hours.

General Reminders

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 first dose.

Please be aware that this list is not all-inclusive 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.

If you have any specific medical instructions from your doctor, please remember to submit them to the nurse or school office so the proper teachers/staff members can be updated on any restrictions.

For specific questions concerning health room policies or student medical updates, please contact the school nurse at jday@carrollchristian.com. Copies of medical forms can be found under the "forms" section of the website. (carrollchristian.com/info)

Attendance

Please notify the teacher via text or email any time your child will be absent from their scheduled time. If your child has a planned absence due to an appointment, trip, etc. please let us know as soon as possible. Each day's program is planned for every enrolled child. Fees are charged for every day a child is registered to attend, whether he is present or not since a space is reserved. It is extremely disruptive for a child to miss school repeatedly. Aside from illness or emergencies, we ask that you make every effort to have your child in school every day he or she is scheduled to attend.

Lunches and Snacks

Lunches

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. 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.
3. 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.
4. Special senior class fundraiser lunches occur once a month (e.g. Chick-fil-a). RenWeb **cannot be** used to pay for these lunches. Instead, cash must be brought in the day of the lunch.

An example of a lunch would be: a sandwich, a heat-up (no more than 2 minutes), or a Lunchable, drink, fruit, veggies, chips, or yogurt, and 1 sweet treat.

Snacks

Carroll Christian Preschool provides one nutritional snack a day during the morning session. Snacks may introduce your child to a variety of nutritious 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 parents their cell phone number and school email. Should you have any questions or concerns, please do not hesitate to contact the teacher, the preschool director, or the school office at 410-876-3838 ext. 314 or by email.

Supplies List (Required for each child): *No dollar store brands, please*

2 Year Olds (all students)

Change of clothes (including socks) (in gallon Ziploc bag labeled with name)	Folder for papers
Extra pack of diapers	1 inch 3-ring binder
Lg. box of baby wipes	1 pkg of 20-25 plastic sheet protectors
2 boxes of tissues	4 glue sticks
1 container of Clorox wipes	Backpack/book bag (to fit 8½ x 11 folder)
4 pk. dry erase markers (asst. colors)	Pkg of playdough (2 cans)

3 Year Olds (all students)

Change of clothes (in gallon Ziploc bag labeled with name)	Composition notebook
Box of 8-count jumbo crayons (preschool size)	Wipe-off board (8 x10 size)
4 glue sticks	2 dry erase markers
Backpack/book bag (to fit 8½ x 11 folder)	Plastic pencil box
Folder for papers	Pkg of playdough (4 cans)
	2 lg. containers of baby wipes
	2 boxes of tissues
	2 containers of Clorox wipes

4 Year Olds (all students)

Complete change of clothes (in gallon Ziploc bag labeled with name)	Composition notebook
Box of 8-count jumbo crayons	Wipe-off board (8 x10 size)
4 glue sticks	2 wipe-off markers
1 water bottle (daily)	Plastic pencil box
Backpack/book bag (to fit 8½ x 11 folder)	2 colors of playdough
Folder for papers	1 box baby wipes
1 jumbo preschool pencil	Box of tissues
	2 tubs of Clorox wipes

All Full Day Students

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