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# Carroll Christian Schools

## Preschool Handbook

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### 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 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 45th anniversary in 2017-2018. 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 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, 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 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](http://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](http://www.carrollchristian.com) by credit card or mailed to the school office.
4. After the walk-through, 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.

### 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.***

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.

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 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. 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 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**

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 Year Olds)**

Two Year-Olds will enjoy in-house field trips.

## **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.

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](http://www.carrollchristian.com).

Students may enjoy a snack and drink during Late Stay. Please label this as "***Late Stay Snack & Drink.***"

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](http://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 envelope 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 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, 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 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 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 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.
- No tattoos 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:

- 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.

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. All items need to be brought in a reusable grocery 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.

## Toys

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



## Supplies List (Required for each child):

### 2 Year Olds

#### All Students

Change of clothes in gallon bag with name  
 Pack of diapers/pullups & wipes  
 Box of tissues  
 Box of Clorox wipes  
 Folder  
 1 1-inch 3 ring binder  
 2 glue sticks  
 25 sheet page protectors  
 Lg canister of Clorox wipes  
 Bottle of glue

4 pack Play-Doh (assorted colors)  
 Book Bag – Big enough to hold lunch box and folder

#### Full-Day Students

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



### **3 Year Olds**

#### **All Students**

Change of clothes in Ziploc bag with name  
Box of jumbo crayons (Preschool size) (8 count)  
4 glue sticks  
Backpack/Book bag – large enough for  
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  
Clorox wipes

#### **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  
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  
Drink container (with water to use during the day)

#### **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 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.

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.

## 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 help keep other children from illness. Please keep your child home for any of the following:

- 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
- Appearance or suspicion of lice

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 first 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, rash, measles, chicken pox, ringworm, pink eye, impetigo, lice, 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.

## **CCS 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.

CCS follows the mandated requirements of the Maryland School Health Code which states certain medical requirements must be met by students during specific years of their schooling. Parents or guardians are expected to comply with the state requirements for immunizations. Maryland Immunization Certificates are available in the school office as well as information on immunization requirements. Some children will have no requirements for a particular school year.

Forms are to be completed by the doctor and returned to the school. Completed forms are to be returned on time or a written explanation must be given for a delay in compliance.

With any health situation, including, but not limited to, the information below, the school reserves the right to request physician documentation before the student may return to school.

**COMMUNICABLE DISEASES:** If your child shows signs of any communicable disease, please consult your physician. The state law requires that children with certain diseases be excluded from school for a prescribed period of time.

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. The school reserves the right to request physician documentation before the student may return to school.

Please notify the nurse if your child has had a communicable disease in order that we may keep accurate records.

**HEARING AND VISION SCREENING:** Hearing and vision tests will be administered once a year by the Health Department for 4-year-olds. 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. Those families that choose not to receive immunizations will need to keep a physician-signed exemption form 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), 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 medication with them while at school.

**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.**

**FEVER:** The student must be without a fever for at least 24 hours without the use of any fever-reducing medications (example: acetaminophen or ibuprofen, etc.). **A fever is classified as a temperature greater than 100 degrees.** If your child develops a fever while in school, a parent/guardian will be contacted to pick the student up from school.

**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:** Coughs, sneezing, headaches, and upset stomach can happen throughout the year. If the symptoms are uncontrollable or if a fever is present, then the student should remain at home until the symptoms are under control. If a fever is present with any of these symptoms, then the fever policy must

be followed, and the student may not return to school for 24 hours after the fever is gone (without the use of medication).

**PHYSICAL RESTRICTIONS:** Make sure that any physical restrictions (ex: doctor's excuse to sit out from gym, restrictions from using stairs, etc.) are turned to the **office** so that we can update the proper staff members regarding the restrictions. 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.

**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 [nurse@carrollchristian.com](mailto:nurse@carrollchristian.com). Copies of medical forms can be found under the "forms" section of the website. ([carrollchristian.com/info](http://carrollchristian.com/info))

## 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 through 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](http://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.
  6. Preschool lunch is \$3.00 for a half-size portion.

*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 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.