



**Springs Community Church
Preschool and Kindergarten
Parent Handbook**

**7290 Lexington Drive
Colorado Springs, CO 80918
Phone: 219-0018**



January 2012

Dear Springs Community Church School Families,

Welcome to the 2012-13 school year at Springs Community Church Preschool and Kindergarten. For some of you, this will be your first experience at our school while others of you have been part of the SCC preschool family for many years. In either case, we appreciate that you have entrusted your precious child to us and look forward to sharing the next few months together.

As a school that has been serving the greater Colorado Springs area for more than 25 years, we have a rich history of caring for young children and offering the best early childhood education has to offer. You can be certain we will adhere to the highest standards as we partner with you in meeting your child's developmental and educational needs.

We sincerely care about your family and hope to get to know you beyond the school doors. Please let us know if you ever have questions, concerns, or if we can minister to your family through prayer or in meeting a need.

As you walk through the hallways of this building, we pray you sense the love and joy that permeates the school and that you and your little one will recognize God's love through our ministry.

Welcome to our family!

In His Service,

Tammy Kennington-Director
Springs Community Church School

Springs Community Church Preschool Purpose Statement

Devoted to God. Devoted to Children. Devoted to Teaching.

Springs Community Church School Philosophy and Goals

Springs Community Church Prechool is a nonprofit outreach ministry of Springs Community Church.

Springs Community Church Prechool is licensed by the State of Colorado Department of Human Services.

The SCC School Governing Board is composed of Springs Community Church members and includes parent representation. The SCC Preschool Director, with the advice and ratification of the governing board, originates and implements the policies that govern the school and the guidelines for its effective business operation.

Bible Curriculum

Our Bible curriculum introduces children to both the Old and New Testaments with an emphasis on Jesus Christ. Our primary focus is to relate God's love, teach about His character, and emphasize godly character traits. We take every opportunity to teach and model Biblical standards. Each week, the children enjoy a special praise time to include Christian songs and memory verses. Typically, the Director also shares a short children's object lesson. In addition, children are given daily opportunities to respond to what they learn in the classroom through the sharing of Bible stories, prayer, and free play.

Christ-Centered

Springs Community Church School is an out-reach ministry of Springs Community Church. The School Governing Board, with the advice of the preschool administration, has adopted a statement of faith that is taught consistently in the classroom.

Not Against, but For

We are not "against" public early education centers, but we are "for" private Christian early education. It is our conviction that parents should be given the option of sending their children to a private Christian early education school. We are privileged to make that option available to families in the greater Colorado Springs area.

Not Competition, but Excellence

Our motivation is not competition with public or private early education centers. Instead, our motivation is to achieve excellence in curriculum, biblical understanding, physical and academic development, and social and emotional maturity by giving young children "room and time to grow."

Not in Place of, but in Support of, the Home and Church

We cannot take the place of the father or mother of the young child, and have no desire to do so. Our objective is to firmly support and reinforce what the parents are already doing in the home. If the home is not Christ-centered and biblically based, then who and what we are in Christ may introduce Christ to the parents and family.



Not a Church, but a Christian Preschool

We are not a five-day-a-week church. Springs Community Church Prechool supports and reinforces what the family and church are doing. Our teachers must have made a personal profession of faith in the Lord Jesus Christ and must be active in a local church. The school's program is not designed to take the place of Sunday school, worship, or other phases of church life. It is our goal to support and reinforce the importance of both family and church.

Reasons for Being

A Christian preschool and kindergarten must keep in clear focus its reasons for being. Ours are as follows:

1. To give children an opportunity to develop and grow in a loving, Christian atmosphere.
2. To give Christian families a Christian school that stands for, supports, and reinforces the Christian worldview and way of life
3. To provide children an opportunity to develop special skills under the direction of teachers who love and honor Christ.

View of Child Development

Because we believe that early childhood is a critical time in the development of children's foundational perceptions of themselves, of others, and of our Lord, we have established a program designed to meet the needs of young children and to promote their development spiritually, socially/emotionally, cognitively and physically.

Basing our beliefs on Scripture, particularly on the directive of the Lord Jesus to "Let the little children to come to me, and do not hinder them" (Luke 18:16), we believe that young children have the ability and desire to begin a relationship with their God. Springs Community Church School fosters spiritual development through the children's relationships with teachers whose words and actions demonstrate God's love and who integrate the truths of God's character throughout the daily activities (Deuteronomy 6:7).

Springs Community Church School holds the view that God created each child a unique individual with his or her own developmental timetable. Thus, we accept each child as an individual, allowing for differences in skills and interests while encouraging well-rounded development in every facet of the child's life. The primary source of learning for young children is play, in which they have opportunities to explore the world around them and to develop new levels of competence. Their play experiences enable children to organize and understand themselves and their world. Because learning is an interactive process, teachers prepare an environment in which children may learn through active exploration and interaction with adults, with other children, and with materials. Since children learn most effectively through concrete materials and activities, the curriculum is designed to provide firsthand experiences in a variety of subject areas.

This philosophy will be the guiding vehicle for applying biblical principles to teaching practices. All philosophies of subjects, policies of the school and of the Governing Board, curriculum materials, and teaching methods at the Springs Community Church Preschool will conform to this philosophy of Christian education.

Expected Outcomes

SPIRITUAL

Understand that God is a loving God¹

- Understand that Jesus is God's Son
- Know that Jesus wants to initiate a personal relationship with each person

Understand that the Bible is a special book²

- Understand that the Bible is God's Word
- Know that the Bible is truth (with stories that are fact, not fantasy)
- Comprehend that Bible truths contain character lessons

Use prayer to express their thoughts and needs to God

- Understand that prayer is talking to God
- Know they can request God's help to take care of them
- Know they can ask for God's help in being kind and thoughtful to others

Freely share about God, Jesus, and the Bible with others

- Talk about spiritual things as "real"
- Speak spontaneously about spiritual things

Have a desire to attend church

- Have a cultivated interest in learning about God, which causes the desire
- Perceive the church environment as welcoming and safe

Know that God created the world

- Have enjoyed direct experiences with nature³
- Know that God wants each person to care for the world

Enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work⁴

- Take pride in their work
- Have positive attitudes about involvement in projects

SOCIAL/EMOTIONAL

Value familial relationships and understand the importance of obeying parents and teachers

- Enjoy and initiate friendships with a variety of individuals⁵
- Develop friendships with those who may not be the same gender, race, or age, or may not have the same ability
- Benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members

Begin to learn the art of sharing

- Share their own ideas with friends and family
- Share toys or other items with friends and family

Begin showing empathy and kindness⁶

- Show empathy to family members
- Express empathy to friends

Use language to express self, developing positive kinds of conflict resolution

- Express both positive and negative emotions
- Observe teachers who model and scaffold to this end

Develop self-confidence in self-initiated activities⁷

- Gain competence through age-appropriate activities
- Have opportunities to share their new skills with others
- Master new skills through encouragement and direction from the teacher

Begin to exhibit self-control

- Begin to understand and control their emotions
- Begin to act appropriately, whether or not they are directly interacting with an adult

Be comfortable participating in group discussions⁸

- Enjoy and participate in child-to-child and child-to-adult interactions
- Communicate effectively using their words
- Be able to attend to others' comments



PHYSICAL

Acquire and refine the fundamental skills of balance, movement, touch, and coordination⁹

- Enjoy rhythm and movement
- Explore fundamental movements through the time, the activities, and the equipment available to them
- Actively pursue gross motor activity

Acquire and develop fine motor skills¹⁰

- Become acquainted with and have time to use the appropriate equipment and materials that aid in this development

Recognize that their body is created by God and take special responsibility to care for it

- Be introduced to health and nutrition
- Make good food and activity choices

Cognitive

General

- Be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question¹¹
- Initiate investigation as a result of carefully observing their surroundings

ENJOY CREATIVE EXPRESSION

- Be encouraged to express creativity within their own multiple intelligences as they are provided the materials for this expression
- Be free to work with media that uniquely express the creative element for process art
- Write songs and stories
- Use imagination in dramatic center play
- Find creative solutions to problems that arise during play

MATHEMATICS

Understand math vocabulary, concepts, and directed activities

- Develop counting, sorting, patterning, and comparing skills
- Work with manipulatives to achieve familiarity with items utilized in formal schooling¹²

LANGUAGE AND LITERACY

Understand the importance and use of language in the environment

- Be able to participate in receptive language activities using literature as the foundational tool
- Have a desire to look at books with text and illustrations
- Engage in expressive language experiences that foster growth in language proficiency¹³

Have cultivated prewriting skills in the context of emergent literacy¹⁴

- Be able to recognize (Sunbeam/Butterfly) and write their own name and some alphabet letters (Rainbow)
- Spontaneously choose to use writing implements
- Understand that print carries meaning

Be aware of different sound-letter relationships¹⁵

- Begin to hear rhyming sounds in prominent words (Rainbow)
- Become phonemically aware through classroom activities designed for that purpose

Preschool Hours of Operation

A.M. session 9:00-11:45

P.M. session 12:30-3:15

Kindergarten Hours of Operation

M-F a.m. 8:50-11:55

Class Descriptions

Honeybee Classes (2 ½ years old by September 15)

Our youngest students are introduced to their first classroom experience in an environment which emphasizes creativity, hands-on experiences, and gaining a sense of self and others. These little ones are exposed to a range of music and movement activities as well as a variety of theme concepts.

Sunbeam Classes (3 years old by September 15)

Our goal for the year is to expose the children to peers of their own age group and enhance socialization skills while introducing the children to some basic academic information through hands-on, developmentally appropriate activities.

Butterfly Classes (3 ½ years old by September 15)

Over the course of the year, your child will develop self-help skills and learn through a wide variety of play and academic activities that encompass individual needs and interests.

Rainbow Classes (4 years old by September 15)

This class is designed to prepare your child for kindergarten without replicating the kindergarten experience. Children are provided hands-on experiences to promote growth in pre-reading skills, problem solving, and a range of other areas.

SCC Kindergarten (5 years old by September 15) Our kindergarten class not only incorporates those skills and concepts necessary to building a strong foundation for a child's academic career, but also provides opportunities for social growth, character development, and exposure to "big kid school" in an intimate classroom atmosphere with no more than 15 children.

Program Outline

The SCC School program provides a balance of teacher-led instruction with child-initiated play to include the following:

- Circle Time- This large group interaction conveys the importance of each child in the classroom community and includes such regular routines as learning about the calendar, reciting the Pledge, singing favorite class songs, sharing show-and- tell and discussing the day's theme.
- Free Play- Children explore different interest centers set up around the room. These centers are designed to support learning and skill development in the areas of the Bible, literacy, math, science, art and motor skills.
- Small Group/Individual- Small group and individual instruction times provide the teachers the opportunity to get to know each child, build relationships and design instruction to better meet the needs of individual students.
- Snack Time- Children offer a prayer of thanksgiving and engage in conversation with their peers. Snack time is full of *teachable moments* and from it children learn about the give-and-take of discussion, manners and healthy eating habits.
- Clean-up Time- In cleaning up together, the children discover the importance of cooperation and personal responsibility.
- Outside Play- The children are encouraged to engage in unstructured motor play to build important developmental skills, interact with others, benefit physically and cognitively, and just to have FUN!

- Gym- Developmentally appropriate lessons are designed to guide children in meeting their fine and gross motor needs. These include the preschooler's understanding of and structured activities related to body awareness, movement, balance, and loco-motor skills.
- Praise Time-Each week, children attend Praise Time in the church sanctuary and are introduced to basic precepts of the Christian faith through songs and brief object lessons.

Curricular Information

The preschool's activities revolve around monthly or weekly themes. These themes include Bible-based character-building studies, seasonal topics, open-ended art projects, and much more. All activities are presented in an age-appropriate manner. The curriculum is aligned to meet Colorado's Content Standards. We also use **Weekday Wonders** by Cokesbury (2's-3's) and the Joyful Heart Curriculum (www.hubbardscupboard.org) (Pre-K) to guide our Bible teaching and to supplement our themes and classroom centers. Of course, teachers incorporate a variety of resources to ensure best teaching practices and to meet individual student needs and interests.

The kindergarten curriculum, some of which is listed below, conforms to Colorado State Standards.

- ✓ **Scott Foresman Reading Street** is well-known for incorporating both a strong phonics component and literacy-rich opportunities. Emphasis is placed on reading for a variety of reasons and incorporates vocabulary development, sight word recognition, and letter and sound manipulation.
- ✓ The **Six Traits of Writing** and **Writing Rubrics** are used to facilitate growth in beginning writing skills. The children keep a writing journal and/or write narratives throughout the year.
- ✓ The **Everyday Math Curriculum** and hands-on supplemental materials provide the backbone of our mathematics program. Concepts include: basic math facts, counting and writing the numbers through 100, telling time to the hour and ½ hour, sorting, graphing, classifying, and more.
- ✓ Our **science** themes often piggyback with the math objectives, but we also use science kits (i.e. Delta) to study the Five Senses, the Water Cycle, Wonderful Weather, and more. The children use science journals to record observations.
- ✓ The **social studies** themes include: safety, nutrition, home and family, and community helpers. We use the National Geographic Young Explorers magazine to supplement our themes along with a range of language arts and holiday activities. We also focus on another country and/or continent as a comparison study.
- ✓ The kindergarten Bible curriculum is based on the **Essentials Curriculum** by Gospel Publishing House and can be viewed at www.hubbardscupboard.org/character.html

In addition, both preschool and kindergarten children attend physical education class each week for 20-30 minutes. The activities are designed to meet the physical needs of young children, assist them in developing specific motor skills, and introduce physical activity as an important part of healthy living.

Show-and-Tell

Show-and-Tell is an important aspect of the curriculum because it gives children the opportunity to practice and develop the ability to make choices, communicate, and realize their importance in the classroom community. Your teacher will send the show-and-tell bag home when it is your child's turn to share an item with his/her classmates. Please avoid allowing your child to bring toy guns, toy knives or any toy that is of a "weapon" nature. Thank you for your cooperation in this matter.

Field Trips

Field trips are an integral part of the early learning experience. They enhance education by providing opportunities that are unavailable in the classroom. Parents will be notified of a forthcoming field trip at least two weeks in advance. An accurate field trip itinerary is maintained at the school as well as a list of all children and staff attending the field trip. **PLEASE CONTACT THE SCHOOL IF YOUR CHILD IS UNABLE TO ATTEND A FIELD TRIP.**

We encourage all children going on a field trip to wear a school T-shirt. The T-shirts are sold at a minimal cost throughout the year and are available at the Welcome Desk.

Teachers do have portable first aid kits available for use during field trips.

Classes will be scheduled to attend various field trips throughout the year. **Parents are responsible for arranging transportation for their child to and from the site of the field trip.**

Special Event Days

Throughout the school year the SCC school staff plans special activity days to enhance the classroom learning. Parents are encouraged to participate by helping in the classroom or by providing special snacks or activities.

Snacks

Classroom snacks are provided by parents on a rotating basis and, according to state rules and regulations, **must be pre-packaged**. Parents supply juice and napkins with a healthy snack item. Teachers may ask parents to bring a special snack that enhances the monthly theme or special activity. Check with the teacher if you are in doubt about a particular snack.



SCC School is an "allergy aware" environment. Because many children suffer from peanut and other nut allergies, **we are unable to serve snacks containing nut or peanut butter products or those processed in facilities that might produce nut-related products.** Some suggested snacks follow:

- **Juice:** apple, orange, mixed fruit. Please do not bring sugar-sweetened red punch or grape juice.
- **Other snacks:** crackers, breads, pretzels, animal cookies (low sugar), bread sticks, bread, dry cereals, muffins, yogurt, cheese sticks, purchased fruit or veggie trays or pre-packaged veggies/fruit (i.e. baby carrots), yogurt, dry cereal, frozen fruit bars, fruit bars, applesauce, raisins, popcorn.

Birthdays are very special occasions for children. We would like to celebrate your child on his or her special day! Cakes, cupcakes and cookies are appropriate for the occasion and, according to state regulations, can be purchased or home made. The teacher will contact you in advance of your child's birthday.

Book Clubs

Parents will receive a book club newsletter and order form on regular basis. These books are offered at exceptional prices and allow families to build their home libraries. When you purchase books through the book clubs, the teacher receives points with which he or she can order books for the classroom free of charge. We do ask that you choose your books carefully, as we cannot endorse all the materials offered. If you have a question about a particular book or would like us to make recommendations, talk to your child's teacher. When ordering books from a particular book club, please use a check as payment and make sure your check(s) are made out to that particular club.

Children attending Rainbow classes also receive the **Let's Find Out** magazine on a regular basis to complement the classroom curriculum.

Regulations

In compliance with the State of Colorado Department of Human Services, Springs Community Church School is required to have the following information in your child's file. It is necessary to have this information updated annually.

Health Status

A dated, written statement about the child's current health status, signed by an approved health professional, must be obtained annually for each child. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including the month and year when each immunization was administered. Immunizations must be recorded on the form supplied in the registration packet or on a form supplied by the physician's office. A current immunization form must be obtained at the time of admission or within 30 days after admission.

If your child is exempted from childhood immunizations, we request that your child's pediatrician complete an exemption form to be kept in our files. All parents whose children participate in your child's classroom will be informed that a student in that classroom is exempted from immunizations.

Emergency Form

The parent/guardian home and work emergency contact information, the child's known allergies to foods or medications, a release permitting emergency medical treatment, and a release for field trips/viewing of videos shall be obtained at the time of admission or within 30 days after

admission. Parents who prefer not to have their child's unidentified photo displayed in any or all media presentations must provide the school with a written, dated, and signed note indicating that preference within 30 days of enrollment.

Authorization for Pickup

In order to maintain your child's safety, we request parents provide written permission if anyone other than those listed on the emergency form is to pick up your child. Please give a signed note to both the Director and the teacher indicating your permission. In emergency situations, parents may need other person(s) not listed on the form to pick up the child. In such cases, the parent must give verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child. The preschool has specific instructions for the Director and/or staff in the event an unauthorized person attempts to pick up a child. These instructions are located in the classroom.

Handbook Verification

A parent/guardian-signed verification that the parent has received, read, and agrees to abide by the policies and procedures set forth in the *Parent Handbook* will be maintained in the child's file. This information will be obtained on or before the first day of school.

Photo Release

A parent/guardian-signed consent for your child to be photographed or video-taped and permission to allow the child's photo or video-taped image to be posted on the school website or in other media forms will be in the child's file.

Video Release

A parent/guardian-signed consent for each child to watch school-approved videos will be in the child's file. Video viewing will be limited to those programs that will enhance the curriculum. Children will be under direct supervision of the teacher.

Sign-in/Sign-out Procedures

Your child's safety is of utmost concern. Therefore, each child must be signed in and out by a parent, guardian, or individual listed on your contact form. Sign-in/sign-out logs for students are located on the whiteboards just outside the classrooms. Photo identification is required if someone other than the parent or guardian is picking up your child.

Adjustment Period

Starting school for the first time often causes anxiety for children. We recommend that you attend orientation with your child, allowing him/her to meet some of the staff and see other children at play. Orientation dates are listed on the parent calendar in your registration packet. We will work with you and your child to make this adjustment period a positive experience and recommend you give your child at least one month to adjust to the school experience.

Re-enrollment

During the month of January you will have an opportunity to enroll your child in a class for the following school year. There is an annual fee for re-enrolling for the following school year.

PAYMENT PROCEDURES

Tuition Policy

Rates: \$140/month for 2 day per week students; \$195/month for 3 day per week students

The year's tuition can be paid according to the charts below. **It is the policy of Springs Community Church Preschool that all tuition be paid on or before the 1st of the month. A re-billing fee of \$15 per month will be charged if payment is made after the 5th of the month.** If an account becomes 30 days past due, the family has 10 days to bring the account within the 30-day limit. Failure to do so may result in the child being withdrawn from the school until the account is current. If alternative payment arrangements need to be considered, please make an appointment to discuss your needs with the Director.

Preschool Tuition Payment Plans

(Option A) Yearly Plan- 5% Discount Payment due August 1, 2012

| | |
|--------------------|----------------------------|
| 2 day/week student | 1,260-5% discount=1,197 |
| 3 day/week student | 1,755-5% discount=1,667.25 |

(Option B) Trimester Plan

| | August 1, 2012 | November 1, 2012 | February 1, 2012 |
|--------------------|-------------------|------------------|------------------|
| 2 day/week student | 420 | 420 | 420 |
| 3 day/week student | 585 | 585 | 585 |

(Option C) Academic Year Plan-9 equal payments

| | |
|-------------------|--|
| August 1, 2012 | January 1, 2013 |
| September 1, 2012 | February 1, 2013 |
| October 1, 2012 | March 1, 2013 |
| November 1, 2012 | April 1, 2013 (Final Payment) |
| December 1, 2012 | 2 day/week student-140 month 3 day/week student-195 month |

(Option D) Academic Year Option-12 equal payments (Automatic Payment Required)

| | |
|-------------------|---------------------------------|
| June 1, 2012 | January 1, 2013 |
| July 1, 2012 | February 1, 2013 |
| August 1, 2012 | March 1, 2013 |
| September 1, 2012 | April 1, 2013 |
| October 1, 2012 | May 1, 2013 |
| November 1, 2012 | 2 day/week student-105 month |
| December 1, 2012 | 3 day/week student-146.25 month |

Kindergarten Tuition Payment Plans

(Option A) Yearly Plan- 5% Discount Payment due August 1, 2012

| | |
|--|------------------------------------|
| | Total before discount=2,790 |
| | 2,790-5% discount=2,650 |

(Option B) Trimester Plan

| | | | |
|--|-----------------------|-------------------------|-------------------------|
| | August 1, 2012 | November 1, 2012 | February 1, 2012 |
| | 930 | 930 | 930 |

(Option C) Academic Year Plan-9 equal payments

| | |
|--------------------------|--------------------------------------|
| August 1, 2012 | January 1, 2013 |
| September 1, 2012 | February 1, 2013 |
| October 1, 2012 | March 1, 2013 |
| November 1, 2012 | April 1, 2013 (Final Payment) |
| December 1, 2012 | 310/month |

(Option D) Academic Year Option-12 equal payments (Automatic Payment Required)

| | |
|--------------------------|-------------------------|
| June 1, 2012 | January 1, 2013 |
| July 1, 2012 | February 1, 2013 |
| August 1, 2012 | March 1, 2013 |
| September 1, 2012 | April 1, 2013 |
| October 1, 2012 | May 1, 2013 |
| November 1, 2012 | |
| December 1, 2012 | 232.50/month |

How to Make a Payment

Checks should be placed in the mail slot located next to Welcome Desk. We accept personal checks and money orders made out to Springs Community Church Preschool. For your convenience, we also offer automatic credit card charge or withdrawal from your bank account. Please see the office for required paperwork.

Returned Checks

If Springs Community Church Preschool receives an insufficient funds notice, you will be charged a \$20.00 returned check fee. **If we receive a second notice of insufficient funds, you will be asked to pay by money order.**

Withdrawal Notice

A two-week advance written notice is requested when withdrawing a child from either the preschool or kindergarten programs. To assist us, we request that families complete a withdrawal form which is available at the Welcome Desk. The **registration fee is non-refundable with the exception of military families who receive orders** requiring them to move out of town. Once a copy of the orders is given to the Director, along with a letter stating the child's last day of attendance, the registration fee will be refunded.

Late Pickup

Because our staff members have obligations following class time, it is of great importance that children be picked up *promptly* following class. In addition, children often become upset when a parent arrives late.

Because we realize there are times you may be unavoidably detained, you will be allowed ONE day of late arrival and will be asked to sign a Late Pick-up Form. If you arrive late more than once, you will be charged \$1 per minute following dismissal. Fees can be paid when the child is picked up. Of course, your child will be given the same level of care as during class and will wait with either the Director or Assistant Director prior to your arrival. Thank you for your understanding in this matter.

At the end of each session, the lead teacher will check each classroom to ensure all children have been picked up.

MEDICAL/EMERGENCY INFORMATION

Absences

If your child is unable to attend school due to illness or vacation plans, please notify the office. If your child is absent because of illness with a communicable disease, please let us know as soon as possible. **We are required to notify all parents of communicable diseases.**

Sick Children

Colorado state law requires that there be daily observation of each child on arrival at the school by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the preschool will not be admitted or will be separated from the other children until the parent or guardian can pick the child up.

When children have been exposed to communicable diseases such as hepatitis, chicken pox, measles, or strep infection, all staff members and all parents or guardians of children will be notified immediately by the school. For any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at the preschool, the parent or guardian will be contacted and expected to pick the child up as soon as possible. In most cases, the child will be in the office with the Director until the parent arrives.

If a child displays any of the following symptoms, he/she must be kept at home:

| | |
|--|--|
| | fever |
| | diarrhea |
| | nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection. |
| | sore throat with fever or throat spots |
| | cough accompanied by fever, chills, vomiting, nausea, and the coughing up of green or yellow mucus |
| | eye drainage of any type should be checked by a doctor to rule out infection |
| | unusual rashes should be checked by a doctor to rule out bacterial infection |
| | child not feeling well, such as lethargic behavior and/or crying |

The child may return to the school after illness when one of the following happens:

| | |
|--|---|
| | fever has broken for 24 hours |
| | nausea, vomiting, or diarrhea has subsided for 24 hours |
| | at least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection |
| | child is feeling well again and normal behavior has returned |

Medication

The Director, Assistant Director, and reception staff have attended the required course for administering medications. If it is necessary for your child to be given medications at school, you will need to provide a written authorization from your child's doctor for prescription and non-prescription medications. Without a written authorization from a physician, the school will not administer over-the-counter medications to the child, including cough syrup, aspirin, and allergy medications.

All prescribed medications must be in their original containers, and parents or guardians must sign the Medication Release stating the kind of medication, the amount to be given, and the time it is to be administered.

Allergies

All allergies to medication and/or other substances must be stated on the emergency and medical forms. Colorado state law requires that we have a signed note from a physician explaining any food allergies that a child may have. The physician must recommend alternate food choices for the child. Information about children with allergies will be posted in the classroom.

All medicines will be stored and administered in the Director's office. The Director, Assistant Director, and reception staff have all been trained by the school nurse to administer medication.

Accidents

All of our teachers are certified in infant/child care, infant/child first aid and universal precautions. In the case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher, Director and/or Assistant Director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent. If necessary, every attempt will be made to contact the parent/guardian. We will contact your child's doctor and begin treatment, as needed.

Nurse Consultant

We employ a nurse consultant who visits the school on a regular basis. She assists us in monitoring when immunizations are due, what medications are kept at SCC School and attends to any other health concerns that may arise.

Children with Special Needs

We believe each child is "fearfully and wonderfully made" and, as such, strive to provide the best care and education of all of our students. Those little ones with special needs are accepted based on our ability to meet specific individual needs and requirements.

Personal Hygiene

With the exception of our Honeybee students, all children must be fully potty trained (Only Honeybee children can wear disposable diapers or Pull-ups) before the commencement of the school year. Teachers are able to assist with snaps and zippers, but children should be able to attend to their own toileting needs.

Recognizing that accidents do happen, we request that parent's of 3 year old children provide a complete change of clothes to be stored in your child's classroom.

Inclement Weather Policy

On days of inclement or excessively hot weather, children will remain inside. Teachers will arrange for other forms of physical activity.

When severe weather conditions exist, **please check the television for D-20 school closings.** In addition, **a message will be on the preschool voice mail and the church website's home page (www.springscommunitychurch.org) by 7:30 a.m.** informing parents of the decision to delay or cancel classes.

Typically, Springs Community Church School will close when District #20 closes. When District #20 institutes a delayed start, we will have a **one hour** delay for those children attending morning classes. **However, the school does reserve the right to call a snow day or late start if the director determines the weather may pose a danger to the children, parents and staff.** In such situations, teachers will contact students and parents by phone by 7:45 a.m.

Fire Drills

Fire drills are conducted on a regular basis in order to familiarize the children with proper and safe procedures for exiting the building in an emergency. The school building is inspected on an annual basis by the fire marshal. The most recent inspection information is located on the bulletin board east of the kitchen area.

Tornadoes

In the event of a tornado warning, students will be escorted to an inner room or hallway and instructed in proper safety procedures until the tornado warning is lifted.

Emergency Evacuation

In the event of a fire or other emergency requiring evacuation, students will be relocated to the location listed below according to plan and will be escorted to:

**Kindercare
7035 Lexington Dr.
Colorado Springs, Co 80918
Phone: (719)265-5543**

Building Security

With growing awareness of the events in our country, the school is requiring **all** visitors register at the Welcome Center and wear a visitor name badge. (Additional information is available in the Crisis Management Plan and Policies.)

Visitors

Parents of children currently attending Springs Community Church School are always welcome to visit. You may want to speak with your child's teacher to determine the best time for your visitation.

Teachers will ask for volunteers as the occasion arises. All *regular* volunteers must review the Volunteer Handbook, be informed of the school policy regarding sexual abuse and misconduct and sign a statement indicating this policy has been read and will be followed. According to state regulations, those volunteers who anticipate exceeding 14 hours in the classroom must be fingerprinted.

We welcome parent involvement in the classroom and recognize that parent involvement benefits not only the school but the parent and child, as well. All parent volunteers must sign in at the Welcome Desk when they volunteer in the building. Proof of identification will be required if the staff are unfamiliar with the volunteer.

Parents can participate in any number of ways including the following: driving on field trips, helping with special-day themed events, serving on the teacher-appreciation committee, and much more.

NOTE: IF AN UNAUTHORIZED PERSON ATTEMPTS TO HAVE A CHILD RELEASED TO HIM OR HER, SCHOOL PERSONNEL WILL IMMEDIATELY CONTACT THE PARENT(S) AND/OR LAW ENFORCEMENT OFFICIALS.

Child Abuse

The staff of Springs Community Church School is required by Colorado state law to report any suspicion of child abuse.

Health

Springs Community Church School is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the preschool office.

Lost Child

In the event a child is missing, one adult will remain with the class while the other adult obtains assistance from the director and/or assistant director to search for the child. If the child is not found within ten minutes, police and parents will be notified.

System of Reports, Conferences and Communication

Parent/Teacher Conferences

If you have specific concerns, conferences may be scheduled any time by appointment. Formal parent/teacher conferences will be scheduled in January.

Progress Reports

Written reports are given to parents twice each year. Parent/teacher conferences are held in January and at the parent's request. Kindergarten children will have additional formal testing which may include DIBELS assessments or other types of assessment.

Parent Observations

Occasional and brief unannounced drop-in visits are welcome as long as there is no undue disruption to the student, the class or the staff. Normally, these visits are best made after the

first month of school to allow children the opportunity to adjust. Visitors are required to register at the welcome desk so we can maintain an accurate accounting of who is in the school.

SCCP Kids Connection

This monthly publication includes information about activities happening at Springs Community Church School, Springs Community Church, classroom specific news and general early childhood news. Copies are also available in the welcome display near the main entrance and on-line at www.springscommunitychurch.org.

Class Directory

Individual classroom directories are published at the beginning of each school year. The directory contains names, addresses, and phone numbers of the students enrolled **only** in your child's class. Because we value your privacy, please let us know if you prefer that your personal information not be included.

Family Involvement Opportunities

Parent Meetings

From time to time, special meetings may be held for the parents and/or family members. These meetings are important and we ask that you make every effort to have at least one member of your family attend. Please refer to the calendar section for specific dates for the following:

- **Back-to-School Night-** This informative evening is your opportunity to experience first-hand what our program is all about. You'll learn more about the curriculum, meet the preschool staff, and have many of your questions answered.
- **Student Orientation-** In an effort to ease the transition from home to school, children and their families are invited to meet the assigned teachers, participate in fun classroom activities, and experience school together during an abbreviated class time. If you are unable to attend, please notify the school office. We will do our best to make an appointment for you and your child to meet the teacher prior to the first day of school.
- **Pumpkin Carving with Dads-**Dads (or another special man in your child's life) are invited to join us for this fun event. Bring your own pre-cleaned pumpkin and your little one for a memorable evening.
- **Art Gala-**Families and community members are invited to participate in this annual event. Your child's artwork will be proudly displayed and you are welcome to join in on story time, puppet shows, and more!
- **School Picnics-** All of our school families are encouraged to join us at Cottonwood Creek Park for this end-of-year celebration.
- **Parent Seminars-** Special seminars and workshops will be offered on an annual basis to address needs and interests as expressed according to parent surveys. These might address such subject as discipline, child-rearing skills, or safety. Watch for information in your newsletters.

General Information

Clothing

Please clearly label items such as coats, hats, boots and gloves with your child's name. Since outdoor play is a regular part of each day's activities, please be sure that your child is dressed appropriately for the day's weather. We request that the children wear close-toed shoes to school. This assists the children while playing outside and during gym.

Discipline

Appropriate boundaries have an important place in the program at Springs Community Church School. SCC School is here to gently guide children through firm, fair and consistent means as they develop self-control and respect for others.

Teachers only use positive methods of guidance and discipline that encourages self-esteem, self-control and self-direction. These methods include the following:

- Rules will be clear, understandable to the child, explained before and at the time of disciplinary action and consistently applied.
- Re-direction, modeling of positive responses to a range of feelings, and teaching conflict management skills.
- Focusing on positive behavior and outcomes.
- Using brief periods of supervised separation or “time-out” to reflect on his/her feeling and those of any other children involved. Time-out is limited to no more than 1 minute per year of the child’s age.

If the behavioral pattern of a child becomes inappropriate, aggressive or disruptive, a parent will be notified. A conference may be requested by the teacher or director if concerns arise. Teachers are trained to manage behavioral matters in the classroom; however, there may be some times when it is in the child’s best interest to be removed to the director’s office in order to regain self-control.

If you have any questions about our discipline procedures, please talk to your child’s teacher or the director.

OTHER

Lost and Found

A box marked “Lost and Found” is always kept at the Welcome Desk near the front entrance of the school. The staff will collect any found and/or unclaimed items and place them in the Lost and Found box. If the items remain unclaimed after a reasonable amount of time, the items will be donated to a charitable organization. More valuable items will be stored in the Director’s office.

Campus Traffic Procedures

Anyone driving on campus grounds is required to follow a **5 MPH speed limit and adherence to the designated traffic pattern. Violation of SCC School traffic rules may result in a fine being assessed to that individual school account.** SCC School reserves the right to deny access to any vehicle viewed as suspicious or not obeying the traffic rules.

Front Lawn

Due to safety concerns, children are not allowed to climb on the landscaping walls around the building OR allowed to play in the creek area on the south lawn. Neither **Springs Community Church nor Springs Community Church School can be held liable for injury sustained on either on the landscaping walls or the creek area.**

Solicitation

The preschool may not be used as a setting for solicitation.

Gum/Candy

Please do not allow your child to bring candy or gum to school unless requested by the teacher for special occasions.

Sanitation and Hygiene

All possible provisions have been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand-washing before meals and after toilet use. Disposable paper towels are used for drying hands.

Toys

Please do not allow your child to bring toys to school except on designated share days. We understand that some children are attached to a “security” blanket or other item. If your child needs the extra reassurance of such an object, feel free to send it to school. We will encourage your little one to keep the item in his or her backpack, but s/he is welcome to “visit” that item as needed.

Regulation Changes

The school reserves the right to amend these regulations by omitting or adding to them, as may be necessary, in order to maintain the standard of the school and welfare of the children. Notification will be given to you if such changes are made.

Contact Agencies

To file a complaint about child care:
Colorado Dept. of Human Services
1575 Sherman St.
Denver, CO 80203-1714

To report suspected abuse or neglect:
El Paso County Social Services Dept.
105 N. Spruce Street
Colorado Springs, CO 80905
(719)636-0000

Endnotes

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4. Geraldine Addison Carey and Kay Vandevier Henry. 1988. *Teaching in church weekday education*. Nashville, TN: Convention Press.
5. Rheta DeVries and Lawrence Kohlberg. 1989. *Constructivist early education: Overview and comparison with other programs*. Washington, DC: National Association for the Education of Young Children.
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7. Karyn Henley. 2002. *Child-sensitive teaching: Helping children grow a living faith in a loving God*, rev. ed. Nashville, TN: Child Sensitive Communication, LLC, 44.
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14. *Ibid.*
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