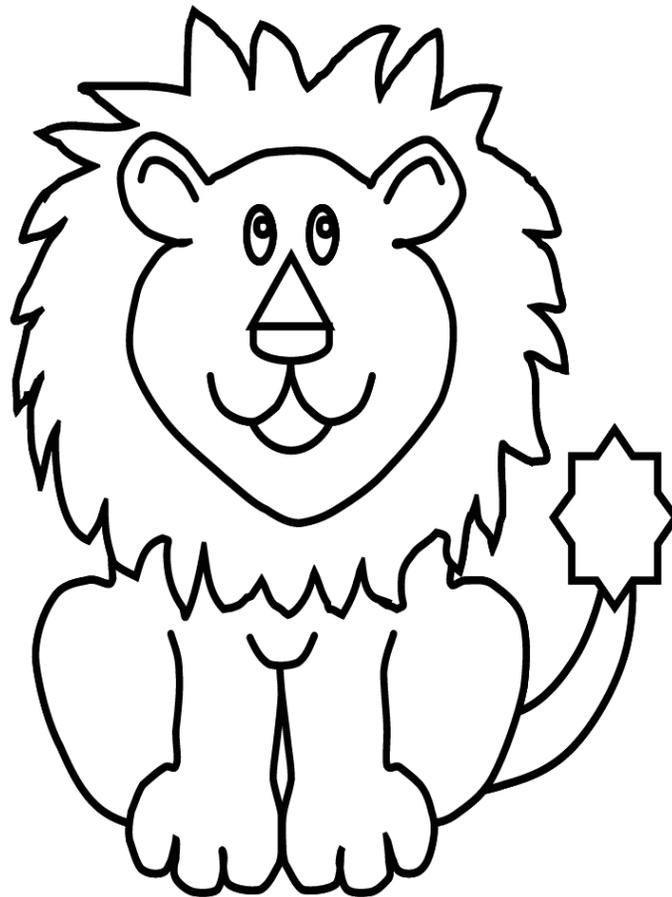


Central Texas Christian School



Preschool Handbook

2018/2019

Dear CTCS Families,

Welcome to Central Texas Christian School! Our goal for our preschool is to provide a learning environment that is safe, nurturing, faith-filled and challenging for your child, while creating experiences that are developmentally appropriate. We strive to prepare children to become independent thinkers and lifelong learners.

We hope this handbook answers any questions you may have regarding our program. If you need any further assistance, please do not hesitate to contact me. After reading the handbook, please sign the last page and return it to your child's teacher.

We are looking forward to GREAT things in 2018/2019!!

In His Service,
Janet Blacklock
PK Director

Preschool Contacts

Janet Blacklock, Director	jblacklock@ctcslions.com
Mary Brooks, Admin. Asst.	mbrooks@ctcslions.com
Tracy Barnett, PK Aide, ECE	tbarnett@ctcslions.com
Kelly Davis, PK Aide, ECE	kdavis@ctcslions.com
Kim Engler-Spiers, PK Aide, ECE	kenglerspiers@ctcslions.com
Laura Hahn, PK Music	lhahn@ctcslions.com
Molly Jones, PK 3 Teacher	mjones@ctcslions.com
Sherry McMahone, PK 4 Teacher	smcmahone@ctcslions.com
Scarlett Mawhirter, PK 4 Teacher	smawhirter@ctcslions.com
Emily Schneider, PK 4 Teacher	eschneider@ctcslions.com
Staci Venegas, PK 4 Teacher	svenegas@ctcslions.com

Central Texas Christian School Preschool program is exempt (see exemption below) from the State of Texas regulation by Licensing; however, we are continually monitoring state requirements to check for compliance within our program.

A private educational program or operation is exempt from regulation by licensing if it:

- serves children who are at least age 3 on September 1;
- offers no more than two hours of child day care, total, before, or after the hours that are customary for school in that community; or
- operates at least:
 - a preschool,
 - a kindergarten class through grade three,
 - grades 9 through 12, or
 - the same pattern of grade clustering as found in public elementary schools (grades one through six) in the local school district.

See:

Texas Human Resources Code [§42.041\(b\)\(7\)\(8\)\(9\)\(11\)](#)

DFPS Rule, 40 TAC [§745.119](#)

CTCS MOTTO

“Teaching Truth That Transforms”

CORE VALUES

CTCS will be guided by the following core values:

- Godly integrity
- Prayerful decision-making
- Adherence to the authority of God’s Word
- Relationships based on unconditional love
- Christ-centered instruction / curriculum
- Christ-like servanthood

MISSION STATEMENT

To education students with the transforming truth of Christ, while inspiring academic excellence, Godly character, and integrity in life pursuits.

SCHOOL COLORS / MASCOT

Red and Black / Lions

STATEMENT OF FAITH

- We believe there is one God eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection from the dead, His ascension to the right hand of the Father, and His personal return to power and glory.
- We believe the Bible to be the only inspired, infallible authoritative Word of God.
- We in the necessity of regeneration by the Holy Spirit for "all have sinned and come short of the glory of God" (Romans 3:23). "Salvation is not of works lest any man should boast but is the gift of God whereby men are saved by grace through faith in the atoning work of Jesus Christ." (Ephesians 2:8-9)
- We believe in the resurrection of both the saved and the lost. The saved unto resurrections of life and the lost unto the resurrection of damnation.
- We believe that our salvation is eternally secure. (John 10:28-29)
- We believe in the spiritual unity of believers in Jesus Christ.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). God has uniquely created each person to live their life as He created them, male or female, to serve and glorify God in their life.
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

THREE YEAR OLD PROGRAM (8:10a.m.-11:40 a.m.)

The 3-year-old program offers learning through play, stories, and art. Letters, colors, numbers, and shapes are areas of focus. Activities presented are age-appropriate in difficulty and interest. They include:

- Bible Stories
- Learning Centers
- Listening / Sharing
- Social Development
- Music
- Thematic Units
- Art
- Library Time
- Spanish

FOUR YEAR OLD PROGRAM (8:10a.m.-11:40 a.m.)

The 4-year-old program is built upon the foundation laid in our 3-year-old program. We continue with thematic and activity-centered curriculum, with the emphasis shifting toward the pre-reading and academic skills necessary for kindergarten. Field trips and guest readers enhance the fun-filled lessons. The curriculum includes:

- *ABC-123 K4 Phonics and Numbers (Abeka)*
- Bible Stories
- Learning Centers
- Learning Centers
- Listening / Sharing
- Social Development
- Music
- Thematic Units
- Art
- Library Time
- Physical Education
- Spanish

EARLY CHILDHOOD ENRICHMENT (ECE)

Early Childhood Enrichment offers PK students the opportunity of extending their classroom time. ECE is available Monday through Friday, 12:00 p.m. until 3:25 p.m. Students may sign up to participate on a scheduled basis or on a drop-in basis (per availability). This is a combined-ages program with a different theme of extended learning each week using stories and crafts. Children eat lunch in their ECE classroom, and may pre-purchase meals through the school's Hot Lunch program or bring a sack lunch. All students will have a rest time each day. A rest mat will be provided by CTCS, and children may bring a blanket and pillow from home. These may be stored at the school, with the school sending them home every two weeks for washing. A snack is provided each afternoon. ECE is \$20.00 per day and is billed at the end of each month.

COMMUNICATION

Communication between preschool staff and parents is important and encouraged. CTCS desires to handle all concerns in a Biblical and efficient manner. Any concerns should be dealt with following the scriptural guidelines laid out in Matthew 5: 23-24. Please be aware during school hours, our priority is to be attentive to children in our care. Teachers may have short conversations with you during drop off or pick up; however, longer discussions will necessitate a scheduled appointment. In addition, preschool staff will communicate through daily take home folders, newsletters and email. CTCS will schedule two Parent Conference days during the school year.

All classroom situations should be addressed with the classroom teacher first. If after meeting with your child's teacher, you still have questions, please make an appointment to address it with the Preschool Director.

CURRICULUM AND GOALS

Children enrolled in the CTCS Preschool will have opportunities to:

- Develop a fundamental understanding of a relationship with Jesus Christ and apply Christ-like principles to their daily living.
- Develop a positive self-concept and attitude toward learning.
- Develop self-control and a sense of belonging.
- Use language to communicate effectively and to facilitate thinking and learning.
- Think critically using reasoning and problem solving skills.
- Develop relationships of mutual trust and respect with adults and peers.
- Develop curiosity about the world and gain confidence as a learner using creativity, imagination and personal initiative.
- Represent ideas and feelings through play, movement, music and art.

DISCIPLINE

We believe the best way to prepare children for future success is to help them develop self-control, learn to resolve conflict, and become increasingly responsible for their own actions and behavior. We will use positive reinforcement and praise to encourage appropriate behavior.

Occasionally, children may need to be separated from a group for a short period of time. CTCS will use this "time out" for serious or continuous behavioral problems. Parents will be informed of any ongoing or serious behavior problems.

PRESCHOOL BEHAVIOR GUIDELINES

Expectations

- We treat our friends kindly with our words and actions
- We obey immediately, completely and sweetly. (Right away, all the way, in a happy way.)
- We listen while others are speaking, and we raise our hands for a turn to speak.
- We use our indoor voices.
- We walk in the classroom and in the hall.
- We take care of God's blessings.

Consequences

- Reminders
- Thinking time – Student sits in another location in the room until he/she is ready to correct his/her behavior.
- Time out – Student sits in the same location for 2 – 4 minutes until the teacher says he/she may rejoin the activity.
- Communication with parents
- Office visit with an administrator

CHANGE OF CLOTHES

A change of clothes should be kept in your child's backpack in case of accidents. Clothes should be placed in a zipper-style disposable bag, clearly marked with the child's name.

DRESS CODE

Children will be working with a variety of media such as paint, glue, etc., so play clothes are suggested. Shoes should be appropriate for outdoor play: closed toe, rubber-sole athletic styles are best. NO flip flops, please. Weather permitting, all children will have outdoor play time each day. Please mark your child's coats, jackets, sweaters, hats, etc. with their full name.

DROP OFF AND PICK UP POLICIES

Preschool students may not be dropped before 7:30 a.m. Class begins at 8:10 a.m. You may park and walk your child in or have one of our safety patrol walk with them. Preschool classes dismiss at 11:40 a.m. unless they are attending ECE, in which case they will dismiss at 3:25 p.m. Students picked up prior to the dismissal times must be signed out at the front desk. Only those listed on your child's RenWeb account will be allowed to pick up your child. If someone other than those listed will need pick up, please let your child's teacher and/or the front office know. Photo identification will be required.

If you are going to be unavoidably detained, please call the school and let a staff member know as soon as possible. All students who have not been picked up will be brought in to the front office.

- Do not get out of your car if you are in the line. Teachers will bring your child to you and place them in the car on the driver's side.
- If you need to get out of your vehicle to buckle your child, please park in a parking space.
- Preschool classes will load cars from the circle area, so please do not park in that location.
- Please pull up as far as you are able, or as far as you are signaled.
- In case of heavy rain, students will dismiss under the awning on the north side of the building facing FM 93.
- Please keep your speed to 5 mph or less when in the parking lot.

Parking in the circle area between the main building and football field is not allowed. CTCS urges you to drive at a safe speed and to use caution at all times. **CELL PHONE USE IS PROHIBITED DURING DROP-OFF AND PICK-UP.**

EMERGENCIES

Your child's health and wellness are a matter of great importance to us. We will take proactive steps to protect your child's well-being. Unfortunately, from time to time, accidents may occur. All injuries will be documented and you will be informed. We will take whatever necessary steps in an emergency situation. This may include calling 911 to obtain an appropriate and expeditious response to the situation. Parents will always be contacted as quickly as possible and advised of the situation. Please make sure your information, as well as all emergency contacts information, is kept up-to-date at all times.

If your child becomes ill while at school, we will notify you immediately so you may make arrangements to pick them up. Ill children will be separated from the other students and kept comfortable until you are able to pick up your child.

FIELD TRIPS

Classes may take field trips to local points of interest throughout the school year. Parents will be needed to drive and chaperone. Drivers will be required to provide a copy of a valid driver's license and proof of insurance. Texas state law regarding child safety seats will be enforced. Each field trip will be preceded by a permission slip which must be completed and returned to the teacher before the child will be allowed to participate.

HYGIENE

Students are required to wash their hands:

- Before eating
- Before playing in a water table
- After using the restroom
- After outdoor activities
- After feeding / touching animals

Teachers are required to wash their hands:

- Before eating / serving food
- After using the restroom / assisting in the restroom
- After outdoor activities

ILLNESS GUIDELINES

Please do not send your child to school if they exhibit any of the following symptoms:

- Fever at or above 100° F within the past 24 hours
- Vomiting or diarrhea within the last 24 hours
- Discharge from the eyes, ears, and/or heavy, colored nasal discharge
- Shows evidence of a communicable disease or rash such as chicken pox, pink eye, scabies, ringworm, impetigo, head lice, etc.

LICE POLICY

Live Lice

- All students identified with **live lice** will be sent home.
- Parents/Guardians will be notified and advised to treat their child for live lice. The name of the treatment product must be provided by the parent/guardian on the treatment letter. Educational materials will be shared with the parent/guardians. After treatment has been completed, the student can return to school.
- Alert letters will be sent home in the event of a high percentage of students infested in a classroom, as recommended by the American Academy of Pediatrics and Center of Disease Control.

Nits

- Students identified with **nits only** will have their parent/guardian contacted to see if treatment has taken place within the last seven days. The name of the treatment product must be provided by the parent/guardian on the treatment letter (in handbook)
- If treatment has occurred within the last week, the student may stay in school. Educational material about nit removal and prevention of lice will be available to parent/guardian
- If treatment has not occurred in the past seven days, the student should be sent home at the end of the day for treatment and removal of lice (as recommended by AAP). Once treatment has been completed, the student can return to school.

Requirements for Readmission to School

- Student must bring proof of treatment or a statement treatment signed by parent/guardian
- If the student has been treated and provides proof of treatment the student may be readmitted to school.

Classroom Control Measures

- School will provide Checklist for Classroom Lice Control
- Teachers and staff are expected to follow the guidelines to prevent the spread of lice.
- At all times, CTCS is encouraged to discontinue fabric-covered items, i.e. pillows, blankets used by more than one child. Staff should not allow piling of coats.

LOST AND FOUND

Items that are found throughout the school will be placed in Lost and Found. We will periodically place reminders in The Mane Event (the PK/Elementary newsletter), and may display items in a public area at semester's end. Articles not identified and picked up at the end of the school year will be donated to a local charity.

MEDICATIONS

If your child is required to take prescription medication during school hours, the medicine will be kept locked up in the front office. Please do not send medication in your child's lunch box or back pack. All prescription drugs must be in their original container with the prescription label.

The school keeps a store of over the counter medicines (children's acetaminophen, ibuprofen, diphenhydramine, etc.) that may be given to students with prior parental permission.

PARTIES

Teachers will plan parties throughout the year to celebrate holidays and the end-of-school. Each class will have a Homeroom Coordinator to help plan these parties. Information and sign-up sheets will be made available prior to the scheduled events. Parents will be invited to send items for the parties and are welcome to attend.

POTTY TRAINING

All children enrolled in CTCS Preschool must be at a stage in their training where they are using the toilet independently. Students are not allowed to wear diapers or pull-up style training diapers.

RAIN DISMISSAL

In the event of heavy rain, dismissal will be on the north side of the building facing FM 93. Students will wait under the awning for their pick up to pull forward in line. A rainy day sign will be placed outside of the main office doors to notify parents of the change in location.

RE-REGISTRATION

CTCS hold its annual re-registration for current families in February of each year. Registration fees for the next school year are due at the time of registration. Current families are assured of placement if they register during this time. At the end of the current family re-registration period, placement will be on a first come, first served basis.

RENWEB

Our school's administrative software is RenWeb. This service enables CTCS to better serve you and your family. In order for it to be effective, please keep your contact information up-to-date.

SANITATION OF TOYS/HANDS-ON MATERIALS/FURNITURE

Toys, hands-on instructional materials and tabletops and chairs are cleaned and sanitized on a daily basis using a pre-formulated cleaner.

SCHOOL PICTURES

School pictures are taken twice per school year. In the fall, a traditional school photo is taken and used in the school's yearbook. In the spring, individual portraits and a group class picture are taken. Families will be given the opportunity to purchase portrait packages both times.

SNACKS

Parents are asked to take turns providing a healthy snack for the class. Teachers will coordinate a snack schedule and any specific food allergies. If your child is allergic to any foods, please provide the teacher with this information. CTCS' official policy is to NOT use Santa Claus or the Easter Bunny during our holiday celebrations.

SCHOOL SUPPLY FEE

A \$30.00 supply fee will be billed to your account in August and January.

TOYS

Students are asked not to bring toys from home. Parents will be notified when children can bring in show and tell items. Please do not bring in guns, war toys or other toys of violence at any time.

VISITORS

All visitors, including parents, are asked to sign in at the front desk and wear a visitor's badge. This allows office staff to know who is in the building at all times and contributes to the safety of students, teachers and visitors.

WEATHER CLOSINGS

CTCS will notify area radio and television stations with information regarding late openings or cancellation of classes due to severe weather.