



welcome

CrossCity Christian Early Education Center

PARENT HANDBOOK 2018-19

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WELCOME!

Welcome to the CrossCity Christian Early Education Center! We hope this handbook will answer any questions you may have about our program. Please read its contents carefully! We would like to begin by sharing our statement of purpose and Christian education philosophy.

STATEMENT OF PURPOSE

The CrossCity Christian Early Education Center was organized to provide a good Christian learning environment for the preschool-aged child. We believe that the early years of a child's life are among the most important in his/her development. Our program is designed to enrich the mental, physical, social, emotional, and spiritual development of the child. The educational advantages gained by the children who attend here will enhance what the child learns at home from his/her parents and at church. Therefore, we consider our school an extension of the home and church.

The mission of the CrossCity Christian Early Education Center is as follows:

**CrossCity Christian Early Education Center:
Your Partner In...**

**Enriching the Spirit
Developing the Mind
Preparing for the Future!**

This mission statement informs parents and other stakeholders of the foundations of the conceptual framework that provides the structure and coherence to the program at the Crosscity Christian Early Education Center. The preschool sees itself as a partner with parents in bringing about three major goals for children. The first goal includes enriching the child's spiritual development and understanding of the basic truth contained in the Bible. By strengthening the child's moral character, children will be encouraged to develop into responsible members of society. The preschool's second goal is to help the child's mind expand in its knowledge and experience base. The child's view of him/herself, God and the world around them will be enhanced. The third goal is to assist the child to be prepared for future experiences in their formal education. These three goals provide direction to the Preschool Board, Administration and Teachers to guide the decisions made on a daily basis regarding the purpose of the school. As a ministry of the CrossCity Christian Church, the preschool adheres to the churches Statement of Faith

STATEMENT OF PURPOSE CONTINUED...

By reaching these three goals, the school is equipping each child to reach the potential that God wants for him/her. The following are established in order to implement this statement of objectives:

1. To teach that the Bible is the inspired Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).
2. To teach Biblical principles (Titus 2:1).
3. To provide opportunities to learn that Jesus is the Christ, the Son of God (John 3:16).
4. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
5. To encourage the student to develop self-control and responsibility (I Timothy 4:7; I Corinthians 9:24-27).
6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-5; Hebrews 13:17; Ephesians 6:1-3).
7. To help the student develop a Christian world view by integrating life and studies with the Bible (II Peter 1:3).
8. To help the student develop his/her identity as a unique individual created in the image of God and to attain his/her fullest potential (Psalms 139:13-16).
9. To teach the student the Biblical view of the family. (Genesis 2:18-25, Ephesians 5:22-33).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
11. To teach the student good health habits and wise use of the body as the Temple of God (I Corinthians 6:19,20).
12. To teach the student Biblical attitudes and responsibilities toward material things (I Chronicles 29:11, 14; Philippians 4:11 - 12).
13. To teach the student to understand and use the fundamentals of communicating with others (Colossians 4:5; James 1:19).
14. To teach the student an understanding of and an appreciation for God's world and developing an awareness of his/her role in the environment (Psalms 8:6-8; Genesis 1:26-30).

In addition, in working with the homes from which the students come, the school aims:

1. To bring those who are not Christians to the saving knowledge of Jesus Christ (II Peter 3:9; I Timothy 2:4).
2. To aid families in Christian growth and to help them develop Christ-centered homes (Ephesians 5:22 - 6:4).
3. To cooperate closely with parents in every phase of the student's development (Proverbs 22:6).
4. To help the parents understand the school's purpose and program.
5. To encourage regular attendance and involvement in the local church (Hebrews 10:25).

EXPECTED STUDENT OUTCOMES

In light of the mission statement, the following is a list of expected student outcomes:

ENRICHING THE SPIRIT

1. The child will view the Bible as a special book of truth from God. (II Timothy 3:16-17; II Peter 1:20-21)
2. The child will know that Jesus is the Christ, the Son of God. (John 3:16)
3. The child will learn the basic stories and principles from Scripture. Examples include God made the world, God loves people, God wants obedience, etc.
4. The child will learn to communicate with God through prayer. (Philippians 4:6-7)
5. The child will exhibit Godly character traits such as kindness, cooperation, honesty, etc. (I Samuel 16:7; Galatians 5:22-23)
6. The child will respond to God in a positive age-appropriate manner. (James 4:7-8)

DEVELOPING THE MIND

1. The child will exhibit an age-appropriate view and appreciation of the world God has created and will develop an awareness of his/her role in preserving the environment. (ex: animals, plants, etc.). (Psalm 8:3-9; Genesis 1:28-30)
2. The child will develop an enhanced Biblical view of the family and community they live in. (Genesis 2:18-24; Ephesians 5:22 – 6:4; Philippians 2:2-4)
3. The child will demonstrate increased knowledge of self, his/her body, his/her feelings, his/her place in their family and his/her value in God's view. (Psalm 139: 13-16)
4. The child will develop an expanded vocabulary.
5. The child will demonstrate an innate, but enhanced love for learning. (Deuteronomy 5:1; Luke 2:40)

PREPARING FOR THE FUTURE

1. The child will develop a longer attention span. (James 1:19)
2. The child will be encouraged to use self-help skills adding to his/her sense of independence and competence.
3. The child will have an increased understanding of how to act safely and in a healthy manner.
4. The child will treat classmates and authority figures age-appropriately. (Philippians 2:2-4; Romans 13:1-5; Hebrews 13:17)
5. The child will demonstrate good large and small motor skills that are essential for school success (ex: running, climbing, using writing and cutting tools).
6. The child will enjoy an increased ability to express him/herself creatively.
7. The child will understand basic and age-appropriate math and science concepts.
8. The child will demonstrate an increased understanding of phonemic awareness and will use this ability to communicate using print.
9. The child will have various opportunities to experience technology to extend their classroom experiences.

PHILOSOPHY

The educational philosophy adopted by the CrossCity Christian Early Education Center is based on the God-centered worldview that God's law, principles, ethics and standards are absolute truth, that the Bible is the inspired Word of God (II Timothy 3:16-17), and that Jesus Christ is the Son of God and Creator and Sustainer of all things (Colossians 1:15-19). These beliefs guide the focus of the CrossCity Christian Early Education Center.

The following philosophy statement will describe preschool-aged children and their characteristics and the manner in which they develop. It will compare two existing early education philosophies: essentialism and the socio-cultural theory developed from Vgotsky. It will finally examine teaching strategies, characteristics of excellent early educators and the classroom environment.

The children served by the CrossCity Christian Early Education Center are between the ages of 3 years and 6 years. Each child is viewed as a separate and unique creation of God. Therefore, every child is accepted and loved based on this premise. Young children have very distinctive characteristics. They are not small adults; they learn differently than adults. They discover God's truth from what they experience in interacting with others and the environment. Therefore, the school environment must be active. Active learning infers that children are not quiet and still in class, but are actively manipulating materials and participating in activities with other children and adults in their environment (Morrison, 2004). The young child's skills are limited and must be nurtured in such a way that adds to their feeling of competence. Bredekamp and Rosegrant (1992, page 70) assert that "teachers need to be acutely aware of where children are on their own continuum of development and learning and to make sure that children have enough successful experiences so that their self-esteem is not undermined."

At the CrossCity Christian Early Education Center, it is believed that all children develop at their own rates in the following areas: physical, cognitive, social/emotional, and spiritual. This view is based on the Scripture, "Jesus grew in wisdom and stature, and in favor with God and man." (Luke 2:52) It is evident that God knew that even Jesus had to grow and develop into adulthood. Schools should focus on all areas of development to bring growth to the whole child and to prepare them to be contributing members of society (Bredekamp & Rosegrant, 1992).

Today early educators can study numerous philosophies of early childhood education. Each philosophy sees the world and the pursuit of truth differently. The CrossCity Christian Early Education Center ties a Christian worldview together with some of the tenets of sociocultural theory as proposed by Vgotsky and essentialism.

PHILOSOPHY CONTINUED...

From Vgotsky it is learned that development is produced when a child's activity with the environment is encouraged and enhanced by human social interaction. This interaction in a school setting would be between children or between teachers and children. Social interaction is essential for teaching and learning (Driscoll, 2005). The teacher's role is to assess where children are in their development and to plan the environment and school activities to scaffold their learning to the next level.

The philosophy known as essentialism states that education should focus on major academic disciplines such as reading and writing. Adults should be the primary decision-makers when considering what should be included in school curriculum. Children are not capable of knowing what they will need to know later in life. A child's life experiences are so limited that they cannot even know of what will be of interest to them. Thus, young children learn best when loving and attentive adults observe children's interests and plan appropriate experiences to enhance their growth and development.

When one ties these tenets together, one can see the philosophy base that the CrossCity Christian Early Education Center adheres to. Truth is contained in the Bible and is constant. Truth is not created by individuals, but it can be discovered by them. Education focuses on academic, spiritual and social truth that all people need to know to succeed in life. Young children learn best when the teacher sets up the environment to encourage discovery of the truth encouraged with human interaction. Knowledge should always be tied to a value about how to use that knowledge. For instance, when one learns about his/her own family, one should also learn how to better relate to members of one's own family.

Teaching strategies must be matched to best fit the individual child, because every child is unique. Teachers systematically shape the classroom environment to create interest in the subject area the children are pursuing. They plan and implement activities where children can practice their newly-found skills and knowledge. Activities done in the classroom must have a balance between being teacher-directed and child-centered or structured and unstructured. It is always remembered that children learn best when they are playing. Teachers always favor letting the child discover knowledge through their play activities rather than formally instructing them. It is also acknowledged that many skills that help make children successful at formal education must be formally taught (ex: letter names). As Scripture tells us in Proverbs 9:9b, "teach a righteous man and he will add to his learning." This Scripture hints that teaching is not only a responsibility of a teacher, but also it is the responsibility of the learner to add to his learning.

PHILOSOPHY CONTINUED...

Luke 6:40 states, "A student is not above his teacher, but everyone who is fully trained will be like his teacher." From this Scripture one can see that a teacher influences more than just the cognitive skills of his/her students. Shonkoff and Phillips 2000, page 314) state, "Quality of care ultimately boils down to the quality of the relationship between the child care provider or teacher and the child." Teachers can make a profound difference in the lives of their students. A teacher's worldview is likely to be replicated in the child. A teacher affects their students' confidence, their positive self-esteem, and their feelings of competence (Boucher, 1999). More than anything, teachers represent God's love and acceptance.

The classroom environment invites exploration and learning. It reflects the children and their diverse families (gender, ethnicity, age and languages). The classroom is filled with items that are varied, challenging, safe and have more than one use. Materials are changed at least monthly to accommodate the curricular themes. The classroom is divided into areas that encourage individual, small group and large group activities. Areas in the classroom are labeled well and are child friendly. Activity areas that are carefully designed have proven to be effective in giving children choices using a wide variation of materials and activities (Kostelnik, Soderman & Whiren, 2004). The activity areas found in the classrooms at the CrossCity Christian Early Education Center include a circle time area (for large group activities), music area, dramatic play area, library center, computer center, writing area, sensory play area, block center, manipulative area, science area and art center.

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ACADEMICS

At CrossCity, we consider every part of the day to be “academic” in nature. Even simple daily activities give preschoolers the opportunity to learn and practice many skills that are necessary for success at school and life. For example, setting the table for snack teaches the following:

1. one-to-one correspondence (an important math skill)
2. self-help skills
3. working cooperatively in a small group
4. following directions
5. planning for a future event
6. understanding of a social setting
7. re-enacting a life experience
8. completing a task
9. eye-hand coordination

Most preschool parents are concerned about their child’s use of alphabet, numbers, and writing utensils when considering kindergarten readiness. The following are a list of the subjects and skills that are taught in our preschool classes.

Three-Year-Olds

Colors

Shapes

Math Skills:

Comparing

Classifying

Patterning

Counting (up-to-10)

Numeral Recognition
(up-to-10)

Introduction to Alphabet

Pre-Kindergarten

Review of colors and shapes

Alphabet (Upper case letters)

Math Skills:

Patterning

Comparing and Ordering

Correspondence/ Cardinality

Measuring

Addition/Subtraction

Counting (up-to-20)

Numeral Recognition
(up-to-20)

Transitional Kindergarten

Review upper case letters

Lower case letters

Pre-reading Skills

Math Skills:

Sorting & Classifying

Comparing & Ordering

Counting (up-to-30 +)

Numeral Recognition
(up-to-20 +)

Measuring

Patterning

Correspondence/Cardinality

Addition/Subtraction

The children will have many opportunities in class to practice their writing skills. A writing center is available in each classroom. Most of the children who attend preschool at CrossCity will enroll in a kindergarten in the Clovis Unified School district. Clovis Unified does not use a uniform writing style. Some elementary schools use the D’Nealian style; some teach block printing. Efforts are made, however, to make sure the children can write their first names. All of our Pre-Kindergarten classes use the “Handwriting Without Tears” and “Get Set for School” programs. These programs, which are used in some Clovis Unified School District schools, are developmentally appropriate and help the children learn handwriting skills and letter sounds.

ADMISSION REQUIREMENTS

The CrossCity Christian Early Education Center is open to children who are three years to six years of age. The child must be toilet trained. Children with special needs will be admitted on an individual basis with due consideration to the program offered and the needs of the child. The child must be ready to separate from the parent and enter a group situation and must benefit from the program being offered. No child will be excluded on the basis of race, color, religion, national origin, or ancestry.

Enrollment is completed when the following criteria have been met:

- the annual pre-registration fee is paid.
- the licensing papers are complete.
- the immunization record is up-to-date and complete.
- the physical exam is complete.

ARRIVAL & DEPARTURE

All children must be escorted by an adult into and out of school. A sign in/out sheet will be posted by each classroom door for the signature of adults bringing and removing the child from the facility. Children will be released only to a parent or an adult whom the parent has designated by written statement. A photo ID may be requested by the teacher.

ATTENDANCE

If your child is out of school for any reason, please inform the preschool by calling 299-8484. The teacher can, then, make any necessary changes in the schedule.

Tuition is payable whether the child is present at school or not if he/she wishes to keep a place in class. Sick children are encouraged to stay at home.

Children will be allowed to make up absences according to the following specifications:

- 1.) Those attending T/TH classes can make up two absences per year.
- 2.) Those attending M/W/F can make up three absences per year.

Because we adhere to a strict teacher/child ratio, a child wishing to make up an absence must be cleared through the Director. Make-up days cannot be carried over from one school year to the next.

BIBLE CURRICULUM

The CrossCity Christian Early Education Center's Bible curriculum is divided into two areas: that which is done in the individual classroom and Chapel time. The individual classroom teacher chooses the Bible stories that correspond best with the monthly Bible lesson. Because children learn best through play, activities are set up in the classroom to "play out" the values or truths learned in the Bible stories that are told. God, Jesus, and church are concepts that are tied into the theme "God is Love". Students at the CrossCity Christian Early Education Center attend chapel once a month. The Preschool Director, Assistant Director or one of the CrossCity Christian Church's ministers leads the Chapel time.

BIRTHDAYS

We love to celebrate birthdays at school! Each classroom teacher is prepared to celebrate the birthday child in special ways. Parents are encouraged to provide the birthday snack for the day chosen. It is suggested to bring a snack/treat your child enjoys. Talk with your teacher about ideas and make sure you ask about any allergies there may be in the class. Talk with your teacher to determine the day to celebrate. For those children whose birthday falls in the summer, we can celebrate an "unbirthday." or "1/2" birthday. Please be sure to tell the teacher of your plans at least one week in advance.

BOOK ORDERS

Book order forms will be sent home monthly. This is done as a service for the parents. Books can be paid for by check or money order. No cash please! For your convenience, book orders can also be placed on-line. The preschool earns free books that are used in the classroom through this program.

CHILD CUSTODY

For those families which have child custody arrangements, the preschool requests that an explanation describing the care of the children be given to the preschool office along with court papers if applicable. These will be kept in the child's file and referred to when questions arise.

CLASS PLACEMENT

Children are placed in classes at the discretion of the Director. The following criteria will be examined when making placement decisions:

1. chronological age of the child
2. developmental age of the child
3. gender equity
4. special needs of the child
5. transportation needs of the family

Requests from parents for specific class placement can be given to the preschool Director. No guarantees can be made to honor each placement request.

CURRICULUM

The CrossCity Christian Early Education Center uses the bible themes as a framework for teaching. The themes are used to plan daily age appropriate activities to be used in the classroom. The teacher's aim is to fit all curricular subjects (language, science, Bible, math, phonics, music, writing, etc.) into the theme. All curricular themes are tentative and subject to change.

See the following example of the 2016-2017 curriculum detail. Updated curriculum will be available at Parent Orientation for the 2017-2018 school year.

Three-Years-Old	Pre-Kindergarten	Transitional Kindergarten
Feelings Seasonal: Back-to-School Color: Red Shape: Circle Math: Place in Space, Positional Words Alphabet Recognition God made people (Genesis 1:26-27)	Five Senses Seasonal: Back-to-School Math: Place in Space, Positional Words Alphabet Recognition Writing Uppercase Letters Letter Sounds Zacchaeus (Luke 19:1-8)	All About My Body Seasonal: Back-to-School Math: Place in Space, Positional Words Review Uppercase Letters Writing Lowercase Letters Letter Sounds Jonah (Jonah 1:1-33:10)
Farm Seasonal: Fall Color : Yellow Shape: Triangle Math: Comparing, Ordering Alphabet Recognition Moses and the Burning Bush (Exodus 3); Moses in the Sea (Exodus 13:17-14:31)	Place to Live Seasonal: Fall Math: Comparing, Ordering Alphabet Recognition Writing Uppercase Letters Letter sounds Pillars of Clouds and Fire (Exodus 13:21-22); Moses and the water (Exodus 17:1-7)	Habitats Seasonal: Fall Math: Rote Counting , Comparing, Ordering Review Uppercase Letters Writing Lowercase Letters Letter Sounds, Alliteration Moses and the Burning Bush (Exodus 3); Moses in the Sea (Exodus 13:17-14:31)
My Pets, Thanksgiving Seasonal: Fall, Thanksgiving Color: Blue Shape: Square Math: Counting, Sorting, Classifying Alphabet Recognition Aaron helps Moses (Exodus 17:8-13) Nehemiah Builds a Wall (Nehemiah 1-6)	My Family, Thanksgiving Seasonal: Fall, Thanksgiving Math: Counting, Sorting, Classifying Alphabet Recognition Writing Uppercase Letters Letter Sounds Elisha's Room (2 Kings 4:8-17) Elijah and the widow (1 Kings 17:7-16)	Thanksgiving Seasonal: Fall, Thanksgiving Math: Counting, Sorting, Classifying Review Uppercase Letters Writing Lowercase Letters Letter Sounds Rhyme Recognition, Production Aaron Helps Moses (Exodus 17:8-13) Nehemiah Builds a Wall (Nehemiah 1-6)

CURRICULUM CONTINUED...

<p>DECEMBER Why is Jesus Special?</p> <p>Jesus is God's Son</p> <p>"I bring you good news of great joy." Luke 2:10</p> <p>Chapel: Happy Birthday, Jesus!</p>	<p>Jesus is Born</p> <p>Seasonal: Christmas</p> <p>Color: Green</p> <p>Shape: Star</p> <p>Math: One to One Correspondence, Cardinality</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p>	<p>Jesus is Born</p> <p>Seasonal: Christmas</p> <p>Math: One to One Correspondence, Cardinality</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p>	<p>Jesus is Born</p> <p>Seasonal: Christmas</p> <p>Math: One to One Correspondence, Cardinality</p> <p>Review Uppercase Letters</p> <p>Writing Lowercase Letters</p> <p>Letter Sounds</p> <p>Rhyme Recognition, Production</p>
<p>JANUARY Who Is There When You Need Him?</p> <p>Jesus is there when I need Him.</p> <p>"You are everything I need." Psalm 119:57</p> <p>Chapel: The Lepers Luke 17: 11-19</p>	<p>Creation</p> <p>Seasonal: Winter</p> <p>Color: White</p> <p>Shape: Rectangle</p> <p>Math: Numeral Recognition, Counting</p> <p>Alphabet Recognition</p> <p>Healing the Blind Man (John 9:1-7); The Four Friends (Mark 2:1-12)</p>	<p>Outer Space</p> <p>Seasonal: Winter</p> <p>Math: Numeral Recognition, Counting</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p> <p>Healing the Deaf Man (Mark 7:32-37)</p> <p>Calming the Storm (Matthew 8:23-27)</p>	<p>Sun, Moon, & Stars, Light & Shadow,</p> <p>Seasonal: Winter</p> <p>Math: Numeral Recognition, Counting</p> <p>Review Uppercase Letters</p> <p>Writing Lowercase Letters</p> <p>Letter Sounds</p> <p>Word Syllables, Syllable Blending</p> <p>3D Shapes – Sphere</p> <p>Gideon at Battle (Judges 7:9-22)</p>
<p>FEBRUARY Who Loves You?</p> <p>Jesus wants to be my friend forever</p> <p>"How wide and long and high and deep is the love of Christ." Ephesians 3:18</p> <p>Chapel: Jesus and the Children Luke 18:15-16</p>	<p>Friendship/Love/Caring & Kindness</p> <p>Seasonal: Valentine's Day</p> <p>Color: Pink</p> <p>Shape: Heart</p> <p>Math: Counting, Measurement</p> <p>Alphabet Recognition</p> <p>Mary and Martha (Luke 10:38-42)</p>	<p>Friendship/Love/Caring & Kindness</p> <p>Seasonal: Valentine's Day</p> <p>Math: Counting, Measurement</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p> <p>The Centurian (Mathew 8:5-13)</p>	<p>Friendship/Love/Caring & Kindness</p> <p>Seasonal: Valentine's Day</p> <p>Math: Counting, Measurement</p> <p>Writing Lowercase Letters, Letter Sounds, Review Uppercase Letters</p> <p>Word Syllable Blending, Segmentation, Deletion</p> <p>3D Shapes: Cone</p> <p>Caring for Jesus (Luke 7:36-50)</p>
<p>MARCH How Can You Love Like Jesus?</p> <p>I Can Love Everyone</p> <p>"Love one another." John 13:34</p> <p>Chapel: Prodigal Son Luke 15:11-24</p>	<p>Wild & Zoo Animals</p> <p>Seasonal: Spring</p> <p>Color: Orange</p> <p>Shape: Diamond</p> <p>Math: Numeral Recognition, Patterning</p> <p>Alphabet Recognition</p> <p>Good Samaritan (Luke 10:25-37)</p>	<p>Insects</p> <p>Seasonal: Spring</p> <p>Math: Numeral Recognition, Patterning</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p> <p>Bigger Barns (Luke 12:16-21)</p>	<p>Dinosaurs</p> <p>Seasonal: Spring</p> <p>Math: Numeral Recognition, Patterning</p> <p>Story Retelling</p> <p>Writing Lowercase Letters, Letter Sounds, Review Uppercase Letters</p> <p>Ending Word Sounds</p> <p>3D Shapes: Cube</p> <p>Widow's Mite (Mark 12:41-44)</p>
<p>APRIL Who Is The Best?</p> <p>Jesus is the Best</p> <p>"God loved the world so much that He gave His Only Son." John 3:16</p> <p>Chapel: Easter</p>	<p>Jesus is Alive, Baby Animals</p> <p>Seasonal: Easter</p> <p>Color: Purple</p> <p>Shape: Oval</p> <p>Math: Counting, Comparing (More, Less, Same)</p> <p>Alphabet Recognition</p> <p>Easter Story</p>	<p>Jesus is Alive, Plants</p> <p>Seasonal: Easter</p> <p>Math: Counting, Comparing (More, Less, Same)</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p> <p>Easter Story</p>	<p>Jesus is Alive, Life Cycles</p> <p>Seasonal: Easter</p> <p>Math: Counting, Comparing (More, Same, Less)</p> <p>Writing Lowercase Letters, Review Uppercase Letters, Letter Sounds</p> <p>Beginning Word Sounds</p> <p>3D Shapes: Cylinder</p> <p>Easter Story</p>
<p>MAY, JUNE Who's Got This?</p> <p>God's Got This</p> <p>"God made us to do good works" (Ephesians 2:10)</p> <p>Chapel: Joseph Genesis 37:1-4</p>	<p>Transportation/Work</p> <p>Seasonal: Summer</p> <p>Color: Brown</p> <p>Shape: Shapes Review</p> <p>Math: Addition, Subtraction</p> <p>Alphabet Recognition</p> <p>David and Goliath (1 Samuel 17:1-50)</p>	<p>Ocean/Work</p> <p>Seasonal: Summer</p> <p>Math: Addition, Subtraction</p> <p>Alphabet Recognition</p> <p>Writing Uppercase Letters</p> <p>Letter Sounds</p> <p>Daniel and the Lions (Daniel 6:1-23)</p>	<p>Taking Care of God's Earth</p> <p>Seasonal: Summer</p> <p>Math: Addition, Subtraction, 3D Pyramid</p> <p>Story Sequencing, Retelling</p> <p>Word Families</p> <p>Writing Lowercase Letters, Letter Sounds, Review Uppercase Letters</p> <p>Shadrach, Meshach, Abednego (Daniel 3:10-13)</p>

DAILY CLASS SCHEDULE

Each teacher will develop his/her own class schedule taking into consideration the needs and ages of the children. All class schedules will include the following: group time activities, free-choice activities, snack, outdoor play, and share time.

Weekly detailed lesson plans will be posted on the parent's bulletin board.

DISCIPLINE POLICY

Caregivers will use only positive guidance, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. Caregivers will encourage children to be fair, respect property, respect other people and learn to be responsible for their actions. Discipline involves teaching character and self-control.

Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. To this end, caregivers will show children positive alternatives rather than just telling children "no." Good behavior will be rewarded.

Caregivers will use discipline that is consistent, clear, and understandable to the child. Discipline will be explained to the child before and at the time of any disciplinary action.

Physical restraint will not be used except as necessary to ensure a child's safety or that of others, and then only for as long as is necessary for control of the situation.

If these behavior management techniques are ineffective, "time out" or removal of a child from the environment may be used selectively for children who are disturbing others or at risk of harming themselves. The period of "time out" will be just long enough to enable the child to regain control of him/herself. Use of "time out" will be adapted to the developmental level and usefulness of "time out" for that particular child. During "time out," the child will be visually observed by a caregiver.

Prohibited practices include:

1. Corporal or any type of physical punishment.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities.
3. Abusive, profane, or derogatory language, including yelling and belittling.
4. Any form of public or private humiliation.
5. Any form of emotional abuse.

In rare instances, it may be necessary to drop or suspend a child from the program due to disruptive behavior. The following procedure will be administered to disruptive children:

DISCIPLINE POLICY CONTINUED

Step 1: Teacher talks with the child and attempts to modify behavior. Behavior is documented.

Step 2: Teacher talks with parent and child and involves the family in bringing about the desired change in documented behavior.

Step 3: If disruptive documented behavior continues, the center Director talks to the child and parent.

Step 4: If disruptive documented behavior continues, the child is excluded for one day.

Step 5: If the child still exhibits unacceptable documented behavior, he/she will be dropped from the program and will not be re-enrolled.

In the event of serious injury or harm to another child, immediate termination may result.

Due to the health and safety issues associated with biting, if a child bites for any reason, their parent will be notified immediately and the child will be sent home from school for the rest of the day. The child may return on their next regularly scheduled day of school.

DRESS CODE

Casual play clothes, easy for the child to manage and suitable for messy materials or accidents, are recommended. We want the children to be free to participate in all activities without worry of ruining their clothes. Sandals with no back straps are not appropriate for school attire as they inhibit safe play. Please put your child's name in his/her jacket, lunch box, etc.

Each child will need to bring an extra set of clothes to be kept at school for emergencies. Please put the clothes in a Ziploc bag with the child's name clearly marked.

EMERGENCY DISASTER PLAN

In the event of a major disaster, the preschool has filed an Emergency Disaster Plan with the Department of Social Services (licensing agency). The plan includes the following: phone numbers of emergency services, sites for temporary relocation of students, staff job assignments, and utility shut-off locations. The plan is posted in the preschool office for review. Preschool staff reviews the emergency plan annually.

Procedures for a lockdown on the preschool campus are also in place and reviewed annually with staff. The lockdown plan includes procedures on ensuring

communication between the preschool office and classroom staff to equip the staff to be alert to potentially dangerous circumstances.

The children are prepared for a fire hazard by participating in monthly fire drills. The evacuation plan to be followed during a fire drill is posted in each classroom.

Should the preschool lose power or should utilities be shut off for longer than a 2-hour period, parents will be notified regarding the planned course of action.

Questions relating to disaster procedures should be addressed to the preschool director.

FINANCIAL SCHOLARSHIPS

Financial scholarships are available for children enrolled in the T-Th 9-12 Pre-Kindergarten class. The Preschool Board and Director of the CrossCity Christian Early Education Center determine annually the amount of available scholarships and the selection of applicants based on need. The online application is through an outside company, which requires a \$30 application fee as well as the most current tax information. The application deadline for this year is April 29th 2017.

HEALTH

When a child has a cold or any illness, they should remain at home so as not to expose other class members. It is often difficult to determine when preschoolers are too ill to come to school. Symptoms that should keep a child at home include:

- a temperature above 100 degrees
- vomiting
- excessive sneezing or coughing; difficulty in breathing
- diarrhea
- unidentified rash
- a colored discharge from the nose

If a child becomes ill during the course of the preschool day, the parent will be contacted and requested to come pick up the child immediately. The child will be taken to the Director's/ Assist Director's office where he/she can be supervised and monitored until the parent arrives.

As a general rule, children may return to school when they have been free of symptoms for **24 hours** or have been on an antibiotic for **24 hours**. Several communicable diseases require clearance from the preschool office. They include: *chicken pox, head lice, impetigo, scabies, and ringworm*. *A physician's release may be required to re-enter school after an illness if the Director feels it is necessary.*

HOLIDAYS / IMPORTANT DATES

The CrossCity Christian Early Education Center observes the same beginning and ending dates and holidays as the Clovis Unified School District. Preschool will begin on Monday, August 21, 2017 and will end on Friday, June 8, 2018. The following holidays will be observed. No school will occur on these days:

Labor Day	(September 4, 2017)
Veteran's Day	(November 10, 2017)
Thanksgiving Break	(November 20-24, 2017)
Christmas Break	(December 25, 2017 – January 5, 2018)
Martin Luther King Jr.'s Birthday	(January 15, 2018)
Lincoln's Birthday	(February 12, 2018)
Washington's Birthday	(February 19, 2018)
Easter Break	(March 26, 2018 – April 2, 2018)
Memorial Day	(May 28, 2018)

Besides holidays, school may be closed for two additional days for parent conferences and staff in-service training.

HOURS OF OPERATION

The CrossCity Christian Early Education Center operates its classes from 9:00 a.m. - 12:00 noon or 9:00 a.m. – 2:00 p.m., Monday through Friday. On Lunch Bunch days, children will be dismissed at 1:30 p.m.

The preschool office will be open from 8:00 a.m. to 2:30 p.m. during the work week.

LATE PICK-UP

Tardiness is strongly discouraged and pick-up times will be strictly adhered to. Any child picked up after the five-minute grace period will be considered late. A \$5 late fee will be charged for every 15-minute period of time.

LUNCH BUNCH

Lunch Bunch is an extended lunch and playtime at school. It is offered on designated Tuesdays and Wednesdays from 12:00 noon to 1:30 p.m. Children bring their lunches from home. Nutritious lunches are encouraged.

Parents designate whether or not their child will attend Lunch Bunch on the Admission Agreement form and are charged accordingly. Parents may alter their preference for Lunch Bunch on the Admission Agreement form once during the school year. The changes must be made in the preschool office at the beginning of a month so that the tuition payment amounts can be changed. We have a limited number of Lunch Bunch spots to be filled; they are given out on a first come-first serve basis.

MEDICATION AT SCHOOL

Medication may be dispensed to students by school personnel whenever a physician finds it necessary to have medication administered during school hours. School personnel will cooperate with parents in this regard by providing a place for medication to be stored and by assisting in its administration according to the physician's instructions. Parental consent forms are available in the preschool office. All medication must be taken to the preschool office in its original container and must have the student's name clearly marked on the container.

The CrossCity Christian Early Education Center will follow current regulations in regard to glucose testing of diabetic children and the use of inhalers by asthmatic children. Appropriate consent forms must be filled out for each medication required.

MEET AND GREET

Immediately prior to the first day of school each year, every student and his/her parents or guardians are invited to our Meet and Greet. The Meet and Greet is approximately an hour and a half and is done to acquaint the child and family to the teachers and classroom. Parent Orientations are also held during this time. We have found that this creates a smooth transition on the first day of school.

PARENT-SCHOOL COMMUNICATION

Good communication between parents and the preschool is absolutely necessary for a smooth running operation and the largest possible growth in the children. This will be accomplished through the following: Meet and Greet, monthly and weekly newsletters, and parent conferences. Parents are also welcome to visit their child's classroom at any time.

PARENT VOLUNTEERS

Volunteering in the classroom is not a mandatory requirement at CrossCity, but parents can make an important contribution to the program by doing so. Parents are used as volunteers on field trips, during party days and to assist the teachers during the children's work time. A new State of California Laws now requires that the office have on file proof of MMR & DTAP immunizations, along with an annual flu shot for those who volunteer on a regular basis. Parents wanting to volunteer in the classroom should speak to their child's teacher and sign-up to help. If you have any questions about the immunizations, please contact the office.

PARENTAL CONCERNS

The process for dealing with concerns and/or conflict at CrossCity is to follow the principle described in Matthew 18:15-17. This passage gives clear directions in how to handle concerns or conflicts. In short, this passage admonishes Christians to handle conflict by going directly to the person toward whom the concern is directed. If the situation is not resolved, the concern should then be dealt with in the presence of others.

Our primary goal is to provide an educational experience for your child and family that are pleasing to God. Therefore, we encourage parents to discuss any and all concerns with the person to whom the concern is directed. If the situation is not resolved, it is then appropriate to include that person's immediate supervisor, and then to proceed as necessary through the following hierarchy: 1) Assistant Teacher, 2) Teacher, 3) Director, and finally, 4) Preschool Board.

Concerns and conflict are inevitable when people work closely with one another. Failure to adequately resolve issues often results in gossip and the spreading of rumors that are damaging to individuals and the school. At CrossCity, those behaviors will jeopardize your child's continued enrollment at our school.

SHARE DAYS

Your child is permitted to bring one toy a week to school on the designated day for sharing. No guns or similar toys will be allowed. If a question arises about the appropriateness of a toy, please talk with your child's teacher beforehand. Teachers may ask for children to bring in something that follows the theme they are studying.

On other days of the week, it is strongly urged that no toys be brought to school. We cannot be responsible for any damage to personal property.

SNACKS

Children will be served a snack during their class time. Children will be offered one serving from each of two food groups as the law requires. Monthly menus are posted on the parent's bulletin board as well as the front office.

Snack time is part of the "learning" time. Children will learn about proper nutrition and how to serve themselves. Good manners will be encouraged.

Please make sure your child's teacher and the Assistant Director know of any allergies your child may suffer from.

TUITION

Tuition fees are based on a yearly fee divided into ten equal monthly payments. Payments are due on the first of each month, August through May. Each of the ten equal payments covers fees for one tenth of the days in the school year, not necessarily for the days in that particular month. Payment will be considered delinquent on the fifth of the month, with a late fee of \$25 due. There is no reduction in tuition because of non-attendance, including illness or holidays. Any modification of the tuition rates will be preceded 30 calendar days by a written notice to the parent.

There will be a \$25.00 service charge for a returned check. After the second returned check, all subsequent payments must be made in cash.

Parents requesting that their child be withdrawn from enrollment before the end of the school year must give the preschool a two-week written notice. Final billing for tuition (amount due or refund) will be determined by the number of school days during which the child was enrolled (plus two weeks, if the two-week written notice was not provided).

TUITION RATES

The following are tuition rates for the 2017-2018 school year:

<u>Three-Year-Olds</u>	<u>Yearly Tuition:</u>	<u>Monthly Tuition:</u>
T/TH (9-12) without Lunch Bunch	\$1920.00	\$192.00
T/TH (9-1:30) with Lunch Bunch	\$2120.00	\$212.00
M/W/F (9-12) without Lunch Bunch	\$2550.00	\$255.00
M/W/F (9-1:30) with Lunch Bunch	\$2750.00	\$275.00
 <u>Pre-Kindergarten</u>	 <u>Yearly Tuition:</u>	 <u>Monthly Tuition:</u>
T/TH (9-12) without Lunch Bunch	\$1920.00	\$192.00
T/TH (9-1:30) with Lunch Bunch	\$2120.00	\$212.00
T/TH extended class (9-2)	\$2550.00	\$255.00
M/W/F(9-12) without Lunch Bunch	\$2550.00	\$255.00
M/W/F (9-1:30) with Lunch Bunch	\$2750.00	\$275.00
M/W/F extended class; M (9-12) / WF (9-2)	\$3190.00	\$319.00
Transitional Kindergarten extended class M (9-12)/ W/F (9-2)	\$3190.00	\$319.00