Calvary
CHRISTIAN ACADEMY

PRESCHOOL PARENT HANDBOOK

Addendum / Supplement to the CCA Student Handbook

"Shaping Lives for Eternity"

"Sharpening Minds, Softening Hearts, Serving Community"

Purpose of This Addendum

This Preschool Handbook Addendum is intended to supplement the CCA Student Handbook and outlines policies and procedures specific to the preschool program.

In areas where the policies in this addendum differ from those in the main CCA Student Handbook, the policies in this addendum will take precedence for all preschool students and families.

All other school policies outlined in the CCA Student Handbook remain in effect and apply to preschool students unless otherwise stated in this addendum.

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1.1 WELCOME LETTER

Welcome to the Calvary Christian Academy Preschool Program! We are thrilled that you have chosen CCA as a partner to lay the foundation for your child's educational journey. Our play-based program has a strong reputation for providing a safe and nurturing environment where children ages 2.5 to 4 can learn through playful engagement with a well-rounded curriculum.

These formative years are crucial for your child's development, and our program is designed to nurture their growth in every aspect—spiritually, academically, physically, socially, and emotionally. We also offer support and resources to assist you in fostering effective early childhood practices.

Our Preschool Team is excited to begin building your child's educational foundation. Thank you in advance for your prayers, participation, and support this school year.

Partnering Together,

The CCA Preschool Team

By the grace God has given me, I laid a foundation as an expert builder, and someone else is building on it.
But each one should be careful how he builds.
1 Corinthians 3:10

1.2 CONTACT INFORMATION

Calvary Christian Academy
1143 E. Lebanon Road
Dover, DE 19901
Phone: (302)697-7860
Fax: (302)697-0284

Website: www.WeAreCCA.com
Head of School: Aaron Coon
Early Education Administrator: Hannah Yates
Preschool Director: Laura Hodgson

1.3 SCHOOL-FAMILY PARTNERSHIP

Our Commitment as an Early Education Program:

- **Nurturing Environment**: We provide a safe, compassionate setting where every child is cherished.
- **Holistic Development**: We offer a balanced curriculum designed to support each child's growth in all areas.
- **Celebrating Individuality**: We recognize every child as a unique individual created by God.
- **Open Communication**: We are available through our communication app or by appointment to discuss your child's progress, behavior, and any concerns.
- **Opportunities for Engagement**: We welcome classroom visits and strongly encourage that they be scheduled in advance to ensure the best experience for students and minimal disruption to instruction.
- **Biblical Foundation**: Our teaching is rooted in Biblical principles, aiming to share God's love and His desire for a close relationship with every child and family.

Your Partnership as a Parent:

- **Support for Our Mission**: Embrace and uphold the school's philosophy, programs, and policies.
- **Regular Attendance**: Ensure your child attends school consistently.
- **Punctuality**: Help your child arrive on time to foster responsibility.
- **Active Participation**: Attend school events and outings, showing interest in your child's education.
- **Encouragement and Respect**: Guide your child to respect teachers and school rules, fostering pride in positive behavior.
- **Collaborative Guidance**: Work alongside us in supporting your child's growth and discipline.

2.0 PRESCHOOL PROGRAMS

2.1 OVERVIEW

CCA Preschool offers Three (3) Day and Five (5) Day Programs. Our Three Day Program runs Wednesday-Friday. Due to capacity limitations and staffing needs, **it is not possible to rotate days within a program**. Pending openings, you may opt to change your child from the Three Day to a Five Day Program during the school year. This must be requested in writing to the administration.
We do our best to hold special events on a day when all children are scheduled to attend (Wed-Fri). However, there are times when this is not possible due to scheduling. Students who are not regularly scheduled to attend school on those days may participate in the event with a parent or guardian during the event times only.

2.2 PROGRAMS OFFERED:

Preschool Two's | K2

- 2.5 by the start of school (March or earlier of that calendar year birthdate)

Preschool Threes | K3

- 3 years of age by August 31 of the enrolled school year ***and***
- Fully potty trained and responsible for own toileting needs.*

Pre-Kindergarten Fours | K4

- 4 years of age by August 31 of the enrolled school year ***and***
- Fully potty trained and responsible for own toileting needs.*

Each child should be ready for the group experience our preschool offers. Children with additional developmental needs, including emotional, physical, or cognitive challenges, will be considered on an individual basis. If it is determined that our program can support their growth and our staff can meet their needs alongside those of the other children in the class, acceptance will be considered.

*All K3 and K4 children are required to be fully potty trained and wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. Please refer to our Toilet Training Policy.

2.3 CLASSROOM PLACEMENT

When deciding in which classroom to place a child, we review numerous criteria and evaluate what is best for individual children and for the group as a whole. Criteria include, but are not limited to, the age of the child, developmental readiness, schedule, and gender. Parent feedback is welcomed and considered, although it is not necessarily a determining factor. Our main goal is to provide placement that is best for the individual child in the preschool setting. We appreciate your support in making each placement a positive experience.

2.4 PROGRAM HOURS OF OPERATION:

K2
Five-Day / Full-Day option ONLY

K3 | K4
Three-Day Program | Limited Openings

- Wednesday, Thursday, Friday
- Half-Day Program 8:30 am – 12 noon
- Full Day Program 8:30 am – 3:00 pm

Five-Day Program:

- Monday – Friday
- Half-Day Program 8:30 am – 12 noon
- Full Day Program 8:30 am – 3:00 pm

2.5 BEFORE, AFTER AND EXTENDED CARE SERVICES

- Before and After School Care services are available for an additional fee:
  -Before School Care is available beginning at 6:30 a.m.
  -Extended (After School) Care is available from 3:15-5:30.
- Occasional Extended-Day Care is available for Half Day students when pre-arranged with your child's teacher. See Fee Schedule for pricing.
- In the event of a school delay, there are NO before-care services
- Refer to the fee schedule for more details

2.6 SEPARATION AND ADJUSTMENT PERIOD

Starting school for the first time can cause anxiety in some children (and parents, too). We recommend that you visit our school, with your child, before the first day of preschool, allowing him/her time to meet the teacher and see the environment. We will make every effort to work with you to make this adjustment period a positive experience. Please do your best to keep your goodbyes cheerful, positive, and reassuring at drop-off. This may include letting your child know they are safe and you will see them soon, a kiss and hug, or a wave from your vehicle.

2.7 CURRICULUM | DEVELOPMENTAL AND EDUCATIONAL GOALS

Our Preschool Program uses Smart Teach by Teaching Strategies. Handwriting Without Tears is introduced in our K3 program and continued in K4.

The Beginners Bible Curriculum is used for Bible and Character Building.
In addition, we incorporate the Fruit of the Spirit and the Ten Commandments daily. We want the children to know God loves us, Jesus is our rescuer, the Bible is God's Word, and prayer is our time to talk to God.

Our lesson plans are built and followed based on curriculum and supplemental resources that are developmentally appropriate and targeted to the following:

Areas of Development:

- Social-Emotional
- Physical
- Language
- Cognitive
- Literacy
- Mathematics
- Science and Technology
- Social Studies
- The Arts

An overview of the lesson plan/goals is shared in the family Newsletter on a regular basis. These goals are met through exploration and multi-sensory play.

2.8 Class Schedule (sample)

The following is a sample schedule. Your child's specific schedule will depend on age and classroom assignment.

6:30am-8:00am	Before Care
8:10am-8:30am	Car Line / Arrival
8:30am	Bell Rings
8:30am-9:00am	Open Interest / Center Areas
9:00am-9:15am	Morning Meeting
9:15am-9:45am	Snack / Bathroom
9:45am-10:30am	Small Group / Interest / Center Areas
10:30am-11:00am	Recess
11:00am-11:15am	Bathroom
11:15am-12:00pm	Small / Whole Group / Interest / Center Areas
12:00pm	½ Day Dismissal
12:00pm-12:30pm	Lunch
12:30pm-12:45pm	Bathroom
12:45pm-2:15pm	Rest / Nap
2:15pm-2:45pm	Bathroom / Pack Up / Story
2:45pm-3:15pm	Dismissal
3:15pm-5:30pm	Aftercare (to include outdoor play / activities)

2.9 ASSESSMENTS, ANNUAL CONFERENCES, AND CONCERNS

As a part of our program and curriculum, our staff members will record developmental milestones, accomplishments, and concerns. This information will be compiled in an "assessment" and will be provided three (3) times per year - fall, winter, and spring.

If we have concerns or your child is not meeting his or her developmental potential, we may refer you to request additional support from Child Development Watch or the Division of Prevention and Behavioral Services, the local school district, or others.

Once a year, you will be given the opportunity for a conference to discuss your child's developmental and educational progress. At any time, please speak with your child's teacher, if you have questions about these assessments or want information about your child's accomplishments or needs.

2.10 CHAPEL

Our Preschool Chapel service is held each Friday morning. Students participate in Praise and Worship as well as a Bible Lesson. Parents and families are always welcome to attend!

2.11 END OF THE YEAR AWARDS PRESENTATION

It is our desire to celebrate the growth, development, and personality of all children in preschool. Therefore, each of our classes will have an Awards Presentation at the end of the school year. Parents, family, and friends are encouraged to attend.

3.0 POLICIES and PROCEDURES

3.1 LICENSING

Our Pre-K is licensed by the state of Delaware's Office of Child Care Licensing. To be licensed, a licensing specialist conducts an annual unannounced compliance review to verify that we are following the DELACARE: Regulations for Early Care and Education and School-Age Centers. A licensing specialist will also visit the center if the Office of Child Care Licensing receives a complaint. If you would like to review these regulations or our compliance reviews, please speak with our administrator.

3.2 GOVERNING BODIES AND OWNERS

Calvary Christian Academy is owned by Calvary Church and is governed by the Calvary Christian Academy Board. For more information, please contact the Head of School.

3.3 MANDATED REPORTERS OF CHILD ABUSE AND NEGLECT

We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth, and Their Families. Our first priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

3.4 QUESTIONS AND COMPLAINTS

We deeply value your child and understand that you may have questions, concerns, or feedback. Following the principles of Matthew 18, we encourage open and respectful communication. If you have a question, please feel free to speak directly with your child's teacher or the administrator. For concerns or complaints, we ask that you first address them with your child's teacher unless you feel uncomfortable doing so. In that case, or if the issue is not resolved to your satisfaction, please reach out to the administrator. We are committed to creating a supportive environment and want you to feel at ease speaking with our staff. Your thoughts are important to us and will be addressed thoughtfully and promptly.

3.5 PUBLICATION OF PHOTOS POLICY

As a regular practice, photographs, and videos of students, faculty, staff, and visitors to campus are used in print and electronic publications produced by CCA for promotion of the school and general information purposes. Any student who does not wish to appear in any photos or video used for these purposes must notify the principal in writing, immediately upon enrolling (in the application). It should be noted that, concerning the use of photographs of groups of students (appearing in scenes, at events, or in classes in session, etc.), it is the school's policy and practice to use such group images without permission or restraints.

3.6 CONFIDENTIALITY

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child's information for official use.

3.7 DISCIPLINE AND REDIRECTION

Our discipline approach is designed to nurture self-regulation, self-direction, self-control, understanding of choices and consequences, and respect for others. We achieve this through consistency, fairness, and proactive guidance.

In our early childhood education program, redirection and positive discipline are essential tools. We encourage open communication among children to help them navigate conflict and express their feelings constructively. By promoting proactive interventions, we aim to prevent potential issues, redirect behavior, and support children in learning peaceful conflict resolution.

We use positive reinforcement, praise, and role modeling as primary methods to encourage appropriate behavior. If a child needs time to regain self-control or poses a risk of harm to themselves or others, we may temporarily remove the child from the group to ensure safety. No form of discipline will involve shaming, humiliation, or intimidation.

Understanding that occasional mild aggression is a normal part of early development, we work closely with each child to channel these emotions constructively while building positive self-esteem. Teachers are trained to identify and address areas of frustration in the classroom and playground, often intervening before issues escalate.

Behaviors such as biting, scratching, kicking, or hitting, which compromise the safety of others, are taken seriously. Should aggressive behavior occur, parents will be promptly informed through a conversation or an incident report. We will work together with families to discuss strategies that are effective at home and align with school procedures. If aggressive behavior persists, parents may be asked to pick up their child immediately following an incident. Continued concerns may lead to a request for outside intervention (developmental evaluation, therapy services), a recommendation for a more appropriate program setting, or an administrative decision to dismiss from CCA's Preschool Program.

Effective discipline requires strong collaboration between parents and teachers to provide consistent support in guiding children's choices. We encourage parents to address questions or concerns first with the classroom teacher and, if needed, with school administration to ensure clear communication and resolution.

3.8 CLOTHING REQUIREMENTS

Please dress your child in modest, comfortable, weather-appropriate clothing that is easily washable (play clothes). Young children get messy and dirty in the course of activity and active learning. Play is their "work".

- For safety reasons, flip-flops, open-toe, or loose-fitting shoes are **not** permitted.
- Shorts and skirts must not be shorter than 3 inches above the knee.
- Students must wear shorts under dresses or skirts.
- Sleeveless shirts must have straps at least 2 inches wide.
- Clothing that is easy/accessible for toileting needs.

3.9 CLASSROOM CELEBRATIONS

Many classes hold special themes or holiday celebrations such as Harvest parties, 100 Days of School celebrations, birthday parties for Jesus, or Valentine's Day fun. It is the policy of Calvary Christian Academy that Halloween shall not be observed in any of the classes, nor shall any of the customs, symbols, or activities associated with Halloween be encouraged or permitted. Such customs include, but are not limited to, the wearing of costumes and/or display or promotion of items associated with Halloween.

In school birthday parties are not permitted. However, each class may observe or celebrate birthdays differently. Parents may make arrangements with their child's teacher to bring a small treat to share with the class. Mini cupcakes are preferred over the large cupcakes. If your child has dietary restrictions, we ask that you provide a special treat for them on these days so they can fully participate in the celebration.

To ensure a positive and inclusive environment, we ask that birthday invitations be distributed at school only if the entire class is invited. If the celebration is limited to select classmates, we kindly request that families distribute those invitations privately, outside of school. Thank you for helping us create a welcoming atmosphere for all our students!

3.10 TOYS / SPECIAL TREASURES

Your child's classroom is equipped with sufficient, age-appropriate toys, manipulatives, and learning resources that coincide with the daily lesson plans. We are asking that you please leave all personal toys, special treasures, etc., at home. Your child's teacher may send a request for specific items to enhance a particular unit or theme or have a specific "share day" designated.

3.11 REST PERIOD

Children who participate in our extended day programs are required to have a rest period each day. Nap bags are provided to store your child's nap items. Please provide your child with a folding nap mat, such as a Kindermat, (no sleeping bags or yoga mats) and a travel-size blanket and pillow. All nap items must fit in the nap bag. Nap items will be kept at school throughout the week and sent home each Friday to be cleaned.
Some children like to bring a special "lovey" to cuddle with during naptime. Please mark this item with your child's name and place it in his/her nap bag along with the bedding.

3.12 TOILETING / REQUIREMENTS NEEDS

All K3 and K4 children are required to be fully potty trained at the time of enrollment and responsible for their own toileting needs. Students must wear underwear under their clothing. Pull-ups are considered diapers and are not allowed. We encourage you to dress your child in attire that can be easily managed independently for toileting.

3.13 SCHOOL DELAY / INCLEMENT WEATHER

School Delay

- One hour or LESS
    - No before care
    - preschool day adjusted accordingly
- One hour or MORE
    - No before Care
    - NO morning Preschool Program
    - care provided for students who regularly attend extended care

School Closing

- Child care will not be provided.

3.14 SANITATION

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures (as needed). Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by infants and toddlers are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed. Our administrator routinely checks each classroom to ensure staff members are using the training that they received.

3.15 SAFETY

Safety is very important to our center. Our staff members are thoroughly screened, highly trained, and have successfully completed a comprehensive criminal background check. Our building has a safety plan in place to ensure unauthorized people do not have access to your children. Our classrooms are set up to be kid-friendly and hazard-free.

3.16 SCREEN TIME

Periodically, children may view an educational program on a TV. This may be an extension of a lesson or bible story. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smartphones, etc. to be used and are not responsible if they are lost or stolen.

3.17 TRANSITIONS

Students will not be transitioned to a new group or room permanently without consultation with the parent.

3.18 RELEASE PROCEDURES

- Your child will only be released to the people you authorized. If someone who is not authorized attempts to pick up the child, a parent/guardian and the police will be contacted.
- Families will follow the appropriate dismissal procedures for their children.
    - Half Day students dismiss from the east side of the building.
    - Full Day students will dismiss in the car line using the PMK app
    - Car Tags should be present
    - students will be dismissed to authorized persons only
- If you arrive outside of the carline, please ring the doorbell at the main entrance of Campus 1 so that a staff member will let you in. Students must be signed out at the front desk.
- In the event of an emergency, a person who was not previously authorized may be able to pick up your child, if you or another parent/guardian calls me and provides the person's name. Before the release of your child, we will check the person's state-issued identification card and take a picture of the card for our records.
- If someone is authorized to pick up your child and unknown to our staff, he or she will be required to show a state-issued identification card before the release of your child. A picture of the card will be taken and kept for our records.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

3.19 EMERGENCY HEALTH POLICY

In the event of a medical emergency involving your child:

- 911 will be notified in the event of a life-threatening accident, injury, or illness.
- You will be notified immediately by phone if your child becomes seriously ill or injured while in care.
- If you are unable to be reached, your child's emergency contact listed on the information card will be notified.

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3.20 Health Assessment Policy

If upon arrival, your child exhibits symptoms of illness, requires medical attention, or becomes ill during the day, you will be notified immediately. If you are unable to be reached, your child's emergency contact listed on the information card will be notified. Our staff members will ensure your child's needs for rest, comfort, food, drink, and appropriate activity are met until he or she can be picked up. Sick children should be picked up within one hour of being notified by the school. Please do not drop your child off when your child is sick.

3.21 Illness / Sick Policy

Ensuring children's health is of primary importance to our staff. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to be in care unless the symptoms are gone or your child's doctor provides documentation stating the child has been diagnosed and the illness poses no serious health risk to your child or other children.

According to the assessment of the school nurse or administration, if staying in the classroom is counterproductive to the student's education or the safety and wellness of others, a decision may be made to send the student home. Keeping a sick child home prevents the spread of illness in the school community and allows the child the opportunity to rest and recover.

The parent, guardian, or designated contact will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel.

Children must be symptom-free for a full 24 hours before returning to school, and they may only return on the next school day following the completion of those 24 hours. For example, if symptoms begin at 10 a.m., the child must remain home the entire following day and may return to school the day after.

3.21 HEALTH EXCLUSIONS

This list of health exclusions is not exhaustive and may include additional conditions.

· **Temperature of 100°F or higher without medication even if there has not been a change in behavior; all students must be fever-free for 24 hours without fever-reducing medications before returning to school**
· **Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;**
· **Diarrhea; all students must be free from diarrhea without the aid of medication for 24 hours before returning to school**
· **Vomiting; all students must be free from vomiting for 24 hours without the aid of medication before returning to school**
· **Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptoms;**
· **Mouth sores with drooling;**
· **Rash with fever or behavior change;**
· **Purulent conjunctivitis "pink eye" (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;**
· **Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;**
· **Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;**
· **Unspecified short-term illness, not chronic illness if your child is unable to participate in activities or our staff cannot provide care for your child and the other children.**
· **Head Lice - 24 hours after receiving treatment; must be rechecked by a school nurse and be free of live lice or nits**

3.23 COMMUNICABLE / CONTAGIOUS DISEASE OR CONDITION POLICY

Children with a reportable communicable disease will not be admitted for care, unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has advised me that your child presents no risk to others. For information regarding reportable communicable diseases, please view DPH's website, http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions. If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

3.24 MEDICATION POLICY

In addition to our school nurse, there are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on-site at all times. OCCL considers anything other than soap and water to be medication.

Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. CCA also requires a physician's order and written permission from the parent/guardian for the specific medication. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our administrator to discuss your request.

3.25 ACCIDENTS, INJURIES AND SERIOUS INCIDENTS

- If your child becomes injured, is bitten, or is involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.

- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or her head, lips, mouth, or face you will be notified immediately by the school nurse.

- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.

- You will be notified either by the school nurse, your child's teacher, or other CCA staff of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.

- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after 911 is contacted and you will receive an incident report.

- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident.

3.26 SUSPENSION AND EXPULSION

Our staff members have completed many training sessions to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. Training includes developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma-informed care, and evidence-based practices. They complete training each year to help them understand children who have challenging behavior.

We work hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, our staff members will work with you to help your child change his or her behavior and you may need to seek professional services for your child. We will use interventions to help your child learn to manage his or her behavior. If a therapist is involved, we will work with him or her and use the techniques/interventions that he or she recommends. These behaviors and interventions will be documented. After working to help your child, if the child continues to hurt others, he or she will be suspended for one day. If your child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled/dismissed from our Program.

3.27 TERMINATION OF CARE / DISMISSAL FROM PROGRAM

Your child's care will be terminated including but not limited to the following situations:

- Your child's presence becomes a serious safety threat to himself/herself or others;
- You or a family member becomes a safety threat by becoming hostile and we cannot resolve the situation; or
- You fail to pay for services, as stated in the contract.
- CCA reserves the right to terminate enrollment, with or without cause, if it determines that continued enrollment is not in the best interest of the school.

3.28 Withdrawal Policy – CCA Preschool

Notice Requirement

A minimum of 30 days' written notice is required to formally withdraw a student from the preschool program.
This requirement applies at any time once an offer is accepted and/or a child is enrolled, including withdrawals made prior to the start of the school year.

Tuition Responsibility

- If a child is withdrawn with the required 30-day written notice, tuition is owed for the entire 30-day notice period, regardless of attendance.
- If the 30-day notice period extends into a new month, families are responsible for the full tuition for that month, even if only a portion of the month falls within the notice period.
- If a child is withdrawn with less than 30 days' notice, families are responsible for:
    - The current month's tuition, and
    - The full tuition for the following month, regardless of attendance.
- Families who have paid tuition in full will have any remaining amount prorated only if proper 30-day notice is provided.

Nonrefundable Fees

All application, enrollment, and curriculum/materials fees are nonrefundable, regardless of a child's attendance or withdrawal date. These fees secure a space in the program and help support planning and preparation for the school year.

Communication & Transitions

We encourage open communication with families who may be considering a change. Should a withdrawal become necessary, we will work with you to ensure a smooth and supportive transition for your child.

If you have any questions or wish to discuss your situation, please contact the Preschool Director.

*Please note: Tuition requirements to include late payments / fees are found in the main CCA Student Handbook

3.29 LATE ARRIVAL/PICKUP

Please make every effort to drop off and pick up your child on time. Because of the nature and design of our programs, we value and reserve these times for the children and their experiences. Late arrival and early pick-up make it extremely difficult to maintain the schedule because of the disruption of the continuity and flow of the children in the classroom. We are aware that there are times when you may be unavoidably detained. When this occurs, please call and let us know when to expect you. Additionally, please drop off and pick up your child in the least disruptive manner possible.

If you arrive **after 8:30,** you must sign in at the front desk and have your child escorted to the classroom by a staff member. Students must arrive by 10:00 am to attend school that day unless prior approval is given.

3.30 COMMUNICATION

- **Parent Information:** We will be intentional about communicating with you via the Brightwheel app, email, school and classroom newsletters, verbal communication, and notes home. Please take the time to read everything we provide to you so that you will be fully informed.

3.31 PARENT INVOLVEMENT

- **Join the CCA Parent Teacher Fellowship (PTF)**
- **Classroom Participation:** Parents can participate in their child's school experience in a variety of ways, such as chaperoning field trips, reading a story, or managing a special craft with the class. We also plan several family events throughout the school year. We find these to be special, enjoyable times to spend with your child and other CCA families. Your child's teacher will provide you with information about the best times and ways to participate.
- **Fundraising**: Participate in the yearly whole-school fundraiser

3.32 FIELD TRIP INFORMATION

We take many exciting trips throughout the year. Field trips enrich the class learning studies. Included in your child's tuition is admission and bus transportation for each trip for your child, and admission for **the FIRST** chaperone.

Chaperones are responsible for providing their own transportation.

You will be given prior notice regarding a field trip opportunity. If you choose not to have your child participate in a field trip, you will be responsible for making other arrangements for your child's care during the time his/her class is on the field trip. Alternate care is NOT available through CCA.

3.33 NUTRITION – SNACK / LUNCH

- Families are responsible for providing food for their child(ren). This is to include snacks and lunch items.
- In preschool, snack, and lunch times are pleasant social learning experiences for children. Conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted.
- Please provide a morning snack and drink. If your child will stay for extended care, send an afternoon snack and drink as well.
- The lunch period is only available for full-day students. You will be responsible for providing lunch for your child. CCA offers opportunities to purchase lunch on select days. Refer to the lunch schedule for details.
- Due to potential dietary restrictions, snack and lunch items are not to be shared between students.

Please pack healthy food and drinks for your child. A nutritious, well-balanced diet is very important, not only to a child's physical growth but to a child's social adjustment as well. Students will be encouraged to eat, but not forced to eat. Be sure to inform your child's teacher/school nurse of any food allergies.

Soda and candy are not permitted. Lunch and snacks should include vegetables and fruit, bread or bread alternatives, meat or meat alternatives, along with a beverage. Water is the preferred beverage. We have water-filling stations on campus. Please provide a spill-proof, leak-proof water bottle.

4.0 ADDITIONAL RESOURCES

4.1 LEARNING THROUGH PLAY – ACTIVITY CENTERS

Block Area: When I play with blocks I learn concepts of shape, size, length, and location as well as reading and math skills. I also learn to use my imagination and cooperate with others.

Dramatic Play: In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

Circle Time: In circle time I learn to listen, sit still, and play with and understand language. I learn to listen to others.

Story Time: At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

Sensory Activity: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

Science: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

Coloring/Writing: During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Outside Play: When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with others when involved in group play.

Arts and Crafts: I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Snack and Lunch Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snacks and when we are done I throw away my trash. I am learning to be independent and have social skills, too.

Clean-up Time: At clean-up time I learn to cooperate and work with my classmates to put toys back where they belong. When putting the toys away, I learn to categorize them.

4.2 REQUIRED Information (may be part of the application packet)

[] Photo Release
[] Handbook Acknowledgment
[] Emergency Information
[] Medical Forms - Current (within 1 year) immunization records/health appraisal
[] Volunteer Opportunities
[] Toilet Training Acknowledgment