

Christ  
Church  
School



PARENT  
HANDBOOK

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School   
**Parent Handbook**

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## **Christ Church United Methodist Church Mission Statement**

Becoming living proof of God's love, one person at a time.

## **Christ Church School Overview**

### **Welcoming ♦ Loving ♦ Teaching ♦ Inspiring**

Since 1957, Christ Church School has been walking alongside children and parents, providing a safe environment where children can learn, grow and make friends. As an outreach ministry of Christ Church United Methodist, everything we do-including opening every morning with prayer-flows from our understanding of Christ's love, providing a nurturing Christian atmosphere in which children can develop and flourish.

We are committed to helping your child grow and progress over time. Following the Kentucky Early Childhood Standards, our curriculum invites children to learn, explore, and thrive. Even at the youngest ages, we create spaces that pique their curiosity and spark their desire to learn. The combination of age-appropriate educational elements and a loving, Christian environment ensure that your child will be well prepared for their next phase of growth when they are ready to leave Christ Church School.

Christ Church School offers flexible options to meet the needs of all our families. We are open from 8:00 am- 5:00 pm, with options ranging from Early Bird, Lunch Bunch, and an Extended Learning Program to complement our Core morning program. We closely follow the Jefferson County School Calendar which includes a break at Thanksgiving, Christmas, and Spring as well as holidays such as Labor Day, Martin Luther King Day, and Memorial Day.

## **School Song**

### **THIS IS THE DAY**

This is the day, this is the day that the Lord hath made, that the Lord hath made.

Let us rejoice, let us rejoice and be glad in it, and be glad in it.

This is the day that the Lord hath made; let us rejoice and be glad in it.

This is the day, this is the day that the Lord hath made.

Words: Psalm 118:24; adapted by Les Garrett, Music: Les Garrett

## **School Colors**

RED, WHITE and BLUE  
**School Advisory Board**

As the name Christ Church School indicates, there is a direct relationship between the Church and the School. The School has carried the name of the Church since 1957 and is considered an outreach ministry of the Church. The School has sought to provide a Christian environment for young children, where they can learn, live, love and serve others.

In March of 1993, the Church Administrative Board recommended that a School Advisory Board be formed. The School Advisory Board currently includes the following members:

Head of School  
Assistant Head of School  
Teacher Representative  
Church Controller  
Advisory Board Chair  
Church Member Non-Parents  
Church Member School Parents  
Non-Church Member School Parents  
Church Executive Director  
Parent Ministry Team Representative  
Previous Advisory Board Chair Person

The responsibilities of the Advisory Board include but are not limited to:

1. Assisting the Head of School in decisions regarding policy, procedures, finances and fundraising when deemed necessary.
2. Approving operating expenses (including recommendations for year-end expenses).
3. Setting guidelines for individual members of the Advisory Board including their responsibilities to the Board and to the School.
4. Making reports to the Administrative Council.
5. Providing monthly financial reports to the Church Finance Committee.

The Head of School makes day-to-day management decisions. The Executive Director of CCUM and the Head of School can call a meeting of the Advisory Board in the event of an emergency. Otherwise, the Board will meet on a monthly basis or at the discretion of the Chair of the Advisory Board.

**Grievance Procedure**

The administration of Christ Church School is interested in the concerns of the teachers, staff, and parents. The Head of School has an open-door policy, which allows teachers and parents to come directly to her with concerns.

Should a parent have a concern regarding his/her child's class, the parent should first communicate the concern to the teacher. If after talking with the teacher, the parent remains concerned, they should come to the Head of School. After exploring both of these options, unresolved concerns can be taken to the School Advisory Board. The School Advisory Board will address any concern it receives in writing at least one week prior to its scheduled meeting. Written concerns should be addressed to the Chairperson of the School Advisory Board and must be signed.

### **Staff**

As an educational institution, the School maintains full compliance with the regulations as set by the State of Kentucky for curricula and teacher certification. All teachers at the School are required to complete a minimum of 15 in-service hours each year and have a written professional development plan to further their educational growth and development. All staff must have a Criminal Records Check and a Child Abuse and Neglect Check on file. During school hours, a minimum of two staff members are available who have been trained in First Aid and all teachers have CPR certification. Every teacher is fully trained in our emergency procedures and drills are completed on a routine basis.

Christ Church School is in full compliance with the Safe Sanctuaries policy of Christ Church United Methodist. We are committed to doing everything possible to maintain a safe environment for our children. In following this policy, we do our best to have a minimum of two staff with the students at all times. When this is not possible, we have staff circulating the building to check on classrooms with one teacher and a small number of students.

### **Registration**

The number of children enrolled in Christ Church School is limited by the provision of our state license. The scheduling of classes is flexible each year depending on the needs of the community. Registration for Christ Church members and In-house students begins in January. The Application Fee is required whenever enrolling for the School.

- a) **Core School Program:** The Core School program is from 9-noon. A child's application fee is to be paid at the time of registration and is **NON-REFUNDABLE**. This fee assures your child's position in our program. Please refer to this year's current tuition sheets for tuition amounts.
- b) **Extended Learning Program (ELP):** The Extended Learning Program is from 12-5pm or 2-5pm depending on your core class. ELP registration is ongoing as long as space is available. Drop-in service is allowed at a daily rate when space is available and must be scheduled in advance.

- c) **Early Bird:** Early Bird is available at 8am. Registration for this option is ongoing as long as space is available. Drop-in service is allowed at a daily rate when space allows and must be scheduled in advance.
  
- d) **Lunch Bunch:** This option is available from 12-2pm for the Two year old classes and older by registration as long as space is available. Drop-in service is allowed at a daily rate when space is available and must be scheduled in advance.

### **Tuition**

The School registration fee and tuition includes curriculum materials, activities and programs. Tuition can be paid on an annual basis or on a payment plan. Tuition is based on the number of days per week your child attends and the age of your child. All information concerning tuition can be found in the School office. If an account becomes delinquent, you will receive an email alerting you of the needed payment. If you do not contact the school within ten days of the notice, a late fee will be assessed. If an account remains delinquent for more than 30 days, the child/children attending the School may be dismissed until the account is current. All checks should be made payable to: CHRIST CHURCH SCHOOL. Please write the child's name on the memo line of the check.

### **Church Member Discounts**

Registration fees are waived for all Christ Church United Methodist Members.

### **Scholarships**

A limited number of scholarships are available each school year to provide financial assistance. Families needing assistance must complete the necessary paperwork and return it to the school office before January 1<sup>st</sup> of the school year for which they are applying. Qualifying students must register to attend school 5 days a week. All applications are kept confidential and are reviewed by a subcommittee of the Christ Church School Advisory Board in January. You will be notified of your scholarship amount before registration.

### **Refunds**

Upon registering for school, you enter into an admission agreement in regards to tuition. This agreement shall be terminated and a refund will be given if one or more of the following occur:

1. Serious illness of the child preventing school attendance.
2. The Head of School determines the school is unable to meet the needs of the child.
3. The Head of School determines it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
4. The family moves 50 miles or more from the School area.

The admission agreement will be terminated with NO refund of the tuition deposit if one or more of the following occur:

1. The parent(s) or guardian(s) of the child allow their account to become delinquent by 30 days or more.
2. Failure of the parent(s) or guardian(s) to honor the obligations listed in the Agreement or in any rules or regulations provided by the school.
3. The parent(s) or guardian(s) withdraw their child voluntarily.

If the agreement needs to be dissolved for any reason beyond the 4 exceptions listed above, the Tuition Deposit is non-refundable. If the agreement needs to be dissolved after June 1, a percentage of the balance of Annual Tuition will also be due. This sliding scale is set by the Advisory Board based on the date of written notification of withdrawal to the Head of School.

### **Late Registration**

Children enrolled after August 1 of the current school year will pay the application fee and deposit when their enrollment forms are accepted. An invoice will follow enrollment reflecting the amount due to bring your child's account in line with our billing cycle. Late enrollments will be expected to pay this amount in full. Special payment arrangements can be made when needed.

### **School Hours**

- a) Early bird services begin at **8:00am**. See Registration form for rates. A parent or guardian must accompany all children to the Early Bird room. Children will remain in that room until the Core School Program begins.
- b) Core School Hours 8:50am - 11:50am *(until 2pm for Pre-K Plus class, JK & Kindergarten)* Unless you are using Early Bird, children should not come into the School building before 8:50am. Teachers need time to prepare their classrooms for the day and are not free to supervise children. Class activities begin at 9:00am including leaving the classroom for special area classes. Some children feel uncomfortable arriving after everyone else has become involved in daily activities and benefit from arriving on time.
- c) Extended Learning and Lunch Bunch begin at 12pm. Children will transition to their afternoon rooms between 12-12:10. This could include a change in room, a change in teacher and/or a change in the class roster. Afternoon programming includes naptimes except for Lunch Bunch. Parents provide lunches as outlined in this handbook.

### **Drop Off/Pick Up Procedures**

To ensure smooth transitions from home and to maintain the health of our classrooms, we ask that parents and siblings not enter the classrooms during drop off and pick up times. We encourage you to say goodbyes before arriving at the classroom. There will be other opportunities for parents to be involved in classroom activities.

- a) **Early Bird Drop Off:** 8am-8:45am. Child must be registered to attend. Parents enter Door #8 (Main school entrance) to check in. Parents proceed to the classroom to drop off their child(ren)
- b) **Morning Drop off for Core Classes:** 8:50am to 9:00am.
  - a. **INFANTS-TWOS classes:** Enter at Door #5 (Chapel entrance facing Brownsboro Road). Parents will check in and proceed to the classroom for Infants and Explorers or to the drop off point for Twos
  - b. **THREES AND OLDER classes:** Everyone must use carpool. Enter at the Blankenbaker light and proceed around the back of the building to line up at Door #8. If you have younger children to drop off, complete carpool first.

For the carpool line to run smoothly and efficiently, children should be ready to get out of the car when you pull up in line, jackets and backpacks need to be on, car seats unbuckled and hugs and kisses given. Teachers will open the door on the passenger side. For safety reasons, this is the only side children should exit so no one is crossing traffic.

If you are late, you will need to park your car and bring your children into the school. PLEASE do not leave a child of any age unattended in your car. An adult must escort the child to the classroom door. Please DO NOT allow your child to enter the building alone.

- c) **Noon Pick Up:** 11:50am - 12:00pm
  - a. **Infants-Twos-** Enter Door #5 for pick up.
  - b. **Threes and Older-** Everyone must use carpool. All cars need to display the school assigned carpool tag. If you lose your tag or need additional tags, please request a new one from the office.
- d) **Lunch Bunch Pick Up:** 1:50-2pm. Everyone must use carpool. All cars need to display the school assigned carpool tag. If you lose your tag or need additional tags, please request a new one from the office.
- e) **Extended Learning pickup:** 2:00-5pm. Afternoon pickup requires parents to enter at the main school entrance (Door #8) and show their pickup key fob to the receptionist. Parents need to provide written notification if someone other than a parent or legal guardian will be picking up your child. All families should have an authorized pick up list on file at all times. Picture identification will be required if the key fob is unavailable at pick up.
- f) **Late Drop Off or Pick Up**  
If you are late dropping off, you will need to park your car and bring your children into the school. PLEASE do not leave a child of any age unattended in your car. An adult must escort the child to the classroom door. Please DO NOT allow your child to enter the building alone.



If you know you are going to be late picking up, please notify the School immediately so that we can reassure your child. Please drive safely; do not risk an accident to be on time. Late charges may apply (see below).

- g) **Change in Pickup:** Parent(s) or guardians(s) must notify the teacher in writing if there is a change in the normal carpool routine. The School must have a written note for a child to go home with someone other than his/her parent or guardian.

### **Late Pick up Fee**

In order to maintain the high quality of care and to meet or exceed Safe Sanctuaries policies in the United Methodist Church, staffing will be adjusted to manage late pick-ups. That cost will be passed along to the parents via the following fee structure based on the child's scheduled pick-up time for the day.

Please note:

- These charges will NOT be pro-rated based on actual pick-up time within the specified blocks of time.
- The official time used is a cellphone clock.

**After 5:00pm - School is closed for the day. You will pick up your child in the school office.** You will be charged \$5 for each 5 minute block up until 5:15. After that you will be charged an additional \$2 for each 2 minute block.

Time	Fee Charged
5:01 - 5:05	No charge
5:06 - 5:10	\$5
5:11 - 5:15	\$10
5:16 - 5:18	\$12
5:19 - 5:21	\$14
5:22 - 5:24	\$16
5:25 - 5:27	\$18
5:28 - 5:30	\$20

### **School Closings And Delays**

School cancellations or delays due to inclement weather or other unforeseen events, will be announced using our Reach Alert System, which gives us the ability to send text, calls and email alerts. As CCS does NOT follow JCPS' closing policy, ***all parents need to register for this service.*** In addition, closings and delays will be communicated on WDRB Fox 41.

- ♦ When opening on a 1 hour delay, Early Bird (8-8:50am) will be cancelled and school will open at 8:50am with carpool.

- ♦ When opening on a 2 hour delay, Early Bird (8-8:50am) will be cancelled and school will open at 9:50am with carpool.
- ♦ When it is necessary to close school early, an Alert will be sent indicating the time of closing.

### **Make-up Days**

When missed days occur every attempt will be made to make up the missed days. These days will be made up on the same day of the week missed (miss a Monday= make up on a Monday). Due to staffing and class schedules, such as M/T class or W-F class, we cannot offer different days as make up options.

In choosing make up dates we will use the following order:

1. Scheduled days off during the remainder of the school year *may* become regular school days if the Church building is open that day.
2. Winter and Spring Program Days may be changed to regular school days.
3. Days may be added to the end of the School year.

### **Curriculum**

Christ Church School follows the Kentucky Early Childhood Standards when planning curriculum. The program is designed to be challenging and to provide each child with the confidence to be successful as they continue on to each new level of education. Each child will be involved in a developmentally appropriate program of play, learning, and group activities, which are geared towards his/her social, emotional, spiritual, physical, intellectual, and individual growth. Creating and maintaining a Christian environment requires a consistent blend of lessons, experiences, and living examples. Lesson plans used in each of the classrooms typically include stories, songs, phonics, early math skills, science exploration, games, art and hands-on activities for learning. Your child will also have the opportunity to participate in a daily Sacred Circle Time and receive a blessing each day, as well as attend Chapel (2's and older classes) twice a month.

The School provides enrichment through gym, music, and technology programs. Each day your child will have the opportunity to see, touch, feel, smell or hear something new, exciting or beautiful and then to create his/her own world with paints, crayons, pencils, chalk or clay. Through movement and dance, children improve their flexibility, coordination, balance and endurance. Movement to rhythm and music also leads to a better ability to understand, remember, perform, and learn.

While success and growth are important goals, there is no pressure on any child to perform at a predetermined level or pace. A child's positive self-image and eager attitude to learn are our ultimate goals. Together, we can provide the best for them and thus, assure their future...and ours!

### **Health Forms**

Immunizations are required for enrollment and a certificate must be provided for every child at the start of school and following each update. State

regulations require certificates to be on file within the first 30 days of school. Neglecting to return these forms within the first 30 days of school will result in your child's suspension until the forms are returned. All Kindergarten children must also have a complete physical and an eye exam (from an Ophthalmologist) prior to the first day of school.

### **Potty Training**

All children enrolling in a three-year-old class must be potty trained. The school will notify all parents of incoming Three year olds of the policy in the following ways: information in the tour packets, during Spring conferences of the previous year and reminders to the parents during the Summer. Please notify the School by August 1<sup>st</sup> if your child is enrolled in a three year old class or older and is not independently potty trained. If the child is not potty trained at the start of school, parents may be assessed an additional fee (\$50 per day to be shared among the parents of those needing assistance) to cover the cost of providing extra staff to assist with diaper changing.

### **Medication**

If your child requires medication during school hours, please complete and return the Medication Form (found in your parent orientation folder, on the website or pick-up form in the office) to the School Office. The medicine must be in the original container and will be stored in a locked cabinet in the office. No medication will be given without the completed form. **DO NOT** send medication to school in your child's backpack or lunch box, including transfer of medicine between guardians. We are happy to store medication during the day for pick up. It must be hand delivered and picked up at the School Office by the parent or guardian. Some medications may require the parents to come to school to administer (such as breathing treatments and eye drops). The State of Kentucky does not allow administration of medication without the appropriate form.

Christ Church School does not keep medication on hand, including diaper rash ointments/creams. If medication is needed, the parents must provide it.

### **First Aid Procedures**

Minor scrapes and cuts will be washed with warm, soapy water and a Band-Aid will be applied, if needed. Parents will be called if a child has an injury that results in a mark on the child (scrapes, bruises, bumps etc) or involves the child hitting his or her head. When we feel an accident warrants emergency care, we will call 9-1-1 for emergency transport. The parent or emergency contact person will be called immediately following the call to 9-1-1.

### **Sick Child Policy**

**ANY of the following symptoms constitutes a "sick child". Please keep them at home and administer lots of TLC.**

- A fever or has had a fever during the previous 24 hours (Must be fever free without the aid of fever reducing medication)
- A constant cough
- Vomited within 24 hours of the start of school (8:50 AM)
- Diarrhea within 24 hours of the start of school (8:50 AM)
- If your child has a rash, they must be seen by a doctor who will determine if the rash is contagious or not. When your child returns to school, a note from your doctor is required stating your child is not contagious.
- Symptoms of a communicable disease (runny nose, reddened eyes, sore throat, headache, stomach pain, diarrhea, or fever)
- Contact with a positive case of Covid-19. Must follow Health Department guidelines before returning to school.

Please allow a full recovery time from illness, a minimum of 24 hours, before your child returns to school. This is not only for the health of your child, but also for the health of the other children and staff that they would come into contact with in the school. Remember, just because a child is no longer contagious does not necessarily mean they feel well enough to return to school. Our program is busy and we want your child to have the energy to participate.

**The school should be notified if your child is going to be absent.** The school must be informed if you think your child has exposed other classmates to a communicable disease.

Should your child become ill during school hours we expect to be able to contact a parent to pick up his/her child. If we are unable to reach you using the phone numbers you have given us, your emergency contact will be called.

**When a child leaves school due to any of the above symptoms or illness, they may not return to school the following day and must not return to school until they are symptom free (without the aid of medication for fever) for a minimum of 24 hours.**

### **Clothing**

Comfortable, washable, everyday clothes should be worn to school. Tennis shoes are required for gym class. Sandals and flip flops are difficult to play in on the playground due to the mulch. Children may feel reluctant to participate in classroom activities if they feel their clothing must be protected. Please

send sweaters, coats, hats, and other appropriate clothing for outdoor play. All articles should be marked with your child's name. All children **MUST** have a complete change of clothing (socks, underwear, pants, shirts, etc.) in their backpack or classroom. If the school provides a change of clothes you will be charged for underwear. It is your responsibility to return the other clothes laundered or pay a fee.

### Masks

Children ages Three and older are permitted to wear a mask to school should you choose to send them in one. However, we must have written permission on file for them to wear a mask. Masks will not be allowed during naps or active play on the playground or in the gym.

### Lunch & Snack Guidelines

State guidelines have set requirements about foods that must be served for snacks and lunches. These requirements paired with our nut-free policy mandate strict food parameters.

State regulations are outlined in the Health and Safety standards (922KAR2:120-section 9)

The guidelines state that:

- Children 12-24 months of age may receive only unflavored pasteurized whole milk.
- Children 24 months and older may receive only unflavored pasteurized one percent or fat-free skim milk.
- A **lunch** shall include the following (A **snack** shall include 2 of the following):
  1. Milk (provided by CCS for 2's and older)
  2. Protein
  3. Bread
  4. Fruit and Vegetable (or 2 fruits or 2 vegetables)
  5. 100% juice (Due to the high sugar content, CCS does not serve juice)
- Please be sure that your child's lunch includes these four basic food groups

Kentucky State Retail Food Code (Health Dept.) states that without a food permit, the food we provide must follow these regulations when sending in lunches:

- **CCS is not allowed to prepare food.** We recommend sending food in a thermos or using an ice pack as needed.
- Food preparation includes heating, reheating, cooking, peeling, cutting any food (unless the cutting is done with a plastic knife that is used one time only) or otherwise processing food.

Christ Church School food policy states that no food containing peanuts or tree nuts or any food that is manufactured in a facility that processes peanuts or tree nuts may be brought into our school or served to our children.

We are constantly striving to make sure that our children receive the highest quality snack foods available. While we continually search for new and varied snacks at School, your children's safety and well-being, along with our commitment to follow state regulations remain our highest priority. We are asking for parent cooperation in following these guidelines when packing lunches to assist Christ Church School with staying in compliance to maintain our licensure.

When a lunch is forgotten or a child drops-in to Extended Learning at the last minute without a lunch, we provide a Lunchable and add fruit. The cost for lunch will be \$4.

### Sample Lunches

- ◆ Slice of turkey and cheese rolled in a tortilla, cup of applesauce (prepackaged cups count as 2 fruit servings), milk
- ◆ Soy butter (labeled) and jelly sandwich, ½ of a banana, ¼ cup of carrot sticks, milk
- ◆ Chicken nuggets (2-3), ¼ cup of apple slices, ¼ cup of grapes, milk
- ◆ 1 slice of cheese pizza, small box of raisins, milk
- ◆ ¾ ounce of cheese slices, crackers (3-5), ¼ cup of salad, ½ cup of strawberries, milk

### **Snacks**

A nutritious snack is provided daily during the Core Program and after naptime for children during the Extended Learning Program. If your child has allergies that require you to send a snack substitute, it must meet the above snack guidelines. We ask that you don't send treats as a substitute as this upsets the other children in the class.

### **Peanut Butter/Tree Nuts**

Christ Church School is a NUT FREE Environment. We appreciate the fact that so many of us love peanut butter and tree nuts. Unfortunately, some of our children have a life-threatening allergy to these nuts. It is important that these families know we are doing everything that can possibly be done to protect their children.

With that in mind, we find it necessary to eliminate the use of peanut butter and tree nuts at our school. **Please do not send anything that contains peanut butter or tree nuts (or made in a factory that uses nuts as indicated on the label) in your child's lunch or for a special treat (for the class or the teacher's lounge).** Also, please check lunchables to make sure the dessert does not include peanuts or tree nuts. If sending soy butter or similar products, clearly label the container to notify us it is a nut-free product.

### **Birthday Celebrations**

Christ Church School is aware of the importance of birthdays to young children. The recognition of your child's birthday by teachers and friends help to make it a special day. We know that sharing with friends is a way to make birthdays special. When planning a way to celebrate your child, we ask that NO FOOD items be sent for birthdays. This helps keep other children safe and keeps us in compliance with snacks.

There are ways to celebrate other than food. The children love having party hats or special plates and napkins to use during snack. You may also send non-food items as gifts for friends.

### **Parent-Teacher Conferences**

Each student will have a Parent-Teacher conference in the Fall and in the Spring. Fall conferences are an opportunity to share initial evaluations and to set goals for the year. Spring conferences are an opportunity to ascertain the child's progress during the year and determine the goals for the upcoming year. The parent or teacher may request additional conferences at any time. The information discussed during these conferences is confidential.

### **Communication**

At Christ Church School our goal is to work side by side with our families to ensure the best educational experience for our students. We want our families to always feel welcome in our school and classrooms. We know it is hard to be away from your child especially when they are too young to communicate about their day. So here is what you can expect from us regarding communication:

- Monday eNews: Weekly email communication about upcoming events and ways to get involved along with important information. Make sure we have your email address
- Reach Alert: Sign up to receive text alert information when time is of importance such as school cancellations due to weather or possible safety issues
- Teacher Communication: At the start of the school year, you will receive a packet from the class teacher detailing how you can reach them and how they will communicate with you.
- Bloomz: This is an app that classes use to post lesson plans, pictures, videos, important reminders etc. It is a closed group that requires you to join the class. It works like a social media platform. Teachers will provide more information on how to join at the start of the year.
- Daily/Weekly Communication Sheets:
  - Infants/Explorers- you will receive a daily sheet with basic information about eating, sleeping, mood etc. You will also receive a monthly sheet about your child's developmental milestones

- Twos-Kindergarten- you will receive a weekly sheet detailing your child's progress in areas such as communication, math, fine motor, social/emotional etc.

### **Parent Involvement**

Parent participation is strongly encouraged and helps to enhance our School. We encourage parents to share a hobby, collection, talent, activity, or read a story to the class. The staff welcomes ideas and comments from the parents. We have a Parent Ministry Team that helps plan large school events and teacher celebrations. All are invited to join the team. Other opportunities for parent involvement include Room parents, guest readers, and attendance at family events such as Fall Festival, Christmas Program, class parties, Reading Night and Spring program.

**When you visit the School, please sign in at the Reception desk and obtain a visitor's pass.**

### **Reporting Child Abuse and Neglect**

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, the School's policies are intended to protect the children in our care. Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect, shall make a report to the appropriate authorities, as required by law. Reporting child abuse is required by any staff member that personally witnesses an incident of abuse, suspects abuse, when an allegation is made to a staff member or when a child discloses abuse to a staff member.

### **Field Trips and Activities**

Field trips and special activities are planned through the year for the School classes to provide enrichment and greater community understanding. The selections are determined through curriculum and student's interests. We are always interested in new field trips or School visitors. Any ideas that you might have should be given to the Head of School.

Field Trips are typically limited to Pre K classes and older. Parental permission is required for all field trips. These will be sent home in advance of the field trip and must be returned for your child to participate.

All students are welcome to attend programs and special activities at CCS. Please refer to the weekly electronic newsletter (Monday eNews) for specific details. **An adult must remain with the child if it is not a regularly scheduled school day for your child.**

### **Toys From Home**

Please leave your child's toys at home or in the car. A special exception is for toys that serve as a "comfort" or transition item (such as a blanket or stuffed animal) that may be needed the first few days of school to help ease your child's transition from home to school. Comfort items or "lovies" are allowed for nap time (except for Infants due to no items being allowed in cribs). If a toy



is brought to school, it must remain in the child's backpack. The school cannot be responsible for toys that are brought to school. A book that your child would like to share with the class is always appreciated.

### **Discipline**

Although seldom needed, a calming/conflict resolution area is provided in each classroom in order to remove a child from a difficult situation. This gives the child the opportunity to calm down and consider the consequences of his/her actions and to come up with an alternate, more acceptable way of behaving. We strive to give each child a feeling of belonging, of acceptance and forgiveness for themselves and others.

If self-control is not attainable within a reasonable length of time, a child may be brought to the Head of School's Office. If deemed necessary, the child's parents will be notified, and a plan for behavior modification will be discussed. Our goal is to work together as a team with families to ensure the best outcomes for your child.

Biting incidents will be handled immediately with the parents of the children involved. Your help at home to discourage any form of biting or physical aggression is greatly appreciated.

### **Thank You**

Thank you for choosing Christ Church School for your child and family. We are excited to have you as part of our community and look forward to a wonderful partnership. Should you have any questions or ever need anything, please don't hesitate to contact us.

School office number is 897-3657. School website is [www.ccum.net/school](http://www.ccum.net/school)

Kim Washle, Head of School  
Virginia Rutherford, Asst. Head of School  
Susan Rhodes  
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4614 Brownsboro Road ♦ Louisville KY 40207 ♦ 502-897-3657 ♦ www.ccum.net/school

## **ADMISSIONS AGREEMENT 2021-2022**

### **A. BASIC SERVICES**

The School shall provide the following basic services:

1. School programs including: Early Bird, Core Program, Lunch Bunch, Extended Learning.
2. The child will be provided a (nut free) midmorning and midafternoon snack. 2 year old classes and older are provided with milk for snacks and lunch.
3. The child will be placed in a group of peers based on age and/or special needs as determined by the staff.
4. The child shall be involved in a program of play, learning and group activities, which are geared toward the emotional, social, physical, spiritual, intellectual, and individual growth of young children.
5. The School shall give appropriate First Aid to a hurt child. A parent or guardian shall be contacted if it is the determination of the School staff that immediate medical attention is necessary. If it is further determined by the School staff that the injury is of an emergency nature, 911 will be called to the school and a parent or guardian will be contacted.
6. Children that are not feeling well will be brought to the office and parent(s) or guardian(s) will be contacted. The sick child policy will be followed as outlined in the Parent Handbook.
7. The school will administer medication following the parent handbook. Medication must be in its original packaging and accompanied by a Medical Authorization form. Some medications require parent/guardian administration, such as breathing treatments and eye drops.
8. The School shall notify the child's parent(s) or guardian(s) of a suspected exposure to communicable disease.
9. The School shall make every effort to safeguard the personal belongings brought to school by the child, but shall not be responsible for lost or broken items.
10. The Head of School or any other staff member shall report to child protective services or the police department (or other specified agency) as required by the state penal code, any suspicion of child abuse.

### **B. PAYMENT POLICY**

In accordance with the current tuition policy:

1. The School registration fee is to be paid at the time of registration and is non-refundable.
2. Tuition is due on the 15<sup>th</sup> of each month as outlined in the preferred payment option of either 4 or 8 payments. Tuition is non-refundable unless one of the criteria outlined in Section D is met.
3. No credit will be given for days missed or that the School is officially closed.

4. Families of infants with a delayed start date to school will need to pay the core only (9-12) tuition for the entire school year and full tuition payments after your infant is 6 weeks old to hold their spot.
5. Late registration: Children enrolled after school begins must pay the registration fee when their enrollment forms are accepted. The tuition amount will be based on the remaining number of weeks in the school year.

**C. OBLIGATIONS OF PARENT(S) OR GUARDIANS(S)**

1. Furnish all required health certificates at the time of orientation or no later than 30 days after the start of school.
  - a. Immunizations are required and a certificate must be provided for every child at the start of school and following each update.
  - b. Physical examination and an eye exam from an Ophthalmologist for Kindergarten children.
2. Notify the School in writing when someone other than a parent or legal guardian will be picking up your child.
3. Provide the child with a nutritious, nut free lunch, if the child is to be at school after 12:00 pm. By state regulations, lunch must include (1) milk, (1) protein, (1) bread/grain and (2) vegetables or (2) fruits or (1) vegetable and (1) fruit.
4. Notify the School if your child has been exposed to or contracted a communicable disease.
5. Notify the School when the child will be absent.
6. Abide by the parking and carpool rules of the school.
7. Notify the School when your child will not be picked up at the time so specified. If a child is picked up beyond their scheduled time, a late fee may be incurred.
8. Come to school for conferences when asked to do so by a member of the School's staff. Contact the School when an appointment must be rescheduled.
9. Notify the School by July 1<sup>st</sup> if your child is enrolled in a 3-year old class or older and is not independently toilet trained. Placement in another class, temporary withdrawal, or additional cost to the parents for an extra assistant teacher may be necessary.

**D. TERMINATION OF AGREEMENT WITH REFUND OF PRE-PAID TUITION**

This agreement shall be terminated if one or more of the following occur:

1. Serious illness of the child preventing school attendance.
2. The Head of School determines that the School is unable to meet the needs of the child.
3. The Head of School determines that it is not in the best interest of the School or other children enrolled at the School to have the child in attendance.
4. Family moving 50 miles or more from the School area.

**E. TERMINATION OF AGREEMENT WITH NO REFUND OF PRE-PAID TUITION**

1. The parent(s) or guardian(s) of the child allow their account to become delinquent by 30 days or more.
2. Failure of the parent(s) or guardian(s) to honor the obligations listed in the Agreement or in any rules, regulations, or manuals provided by the School.
3. The parent(s) or guardian(s) withdraw their child voluntarily.

To dissolve this Admissions Agreement after June 1, a percentage of the balance of annual tuition will also be due. This sliding scale is set by the Advisory Board based on the written termination notification date to the Head of School.

**F. PROCEDURES**

In exercising its discretion under numbers D2, D3 and E2 above, the School may require the child and/or the child's parent(s) or guardian(s) to attend conferences with the Head of School regarding matters that potentially warrant termination of this Agreement. The child's parent(s) or guardian(s) may request a conference with the Head of School regarding matters that potentially warrant termination, but the school shall have no obligation to grant such a request. An appeal of the Head of School's termination decision may be directed to the School Advisory Board. The Board's decision in any matter is final.

**G. NOTIFICATION CLAUSE**

This Agreement may be modified whenever any circumstances covered by this Agreement change. Such modification may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this Agreement and shall not be enforceable under any condition.

**To secure your child's placement, the following forms are required to be completed and turned in by March 26: payment plan option form, ACH Authorization form (if applicable), Parent Handbook/Admission Agreement Acknowledgement form. Your tuition deposit (1/9 of total tuition) must be made (either by ACH or check) by April 15, 2021.**

**199.898 Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.**

(1) All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment; and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
- (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
- (e) The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
- (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

**Effective:** July 15, 1998

**History:** Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created



### Handbook Acknowledgement

Parent(s)/Guardian(s) Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

I have read and I understand the Parent Handbook and Policies.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date