



Parent Handbook

2018/19 School Year

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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 for children to 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 7:30 am- 5:30 pm, with options ranging from Early Bird, Core Morning Program, Lunch Bunch, and an Extended Learning Program. We closely follow the Jefferson County School Schedule 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
- Representative of Children's Ministry
- Church Controller
- Advisory Board Chair
- Church Member Non-Parents
- Church Member 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 (meeting dates are listed on the Calendar of Events). 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 there is always a minimum of two staff with the students at all times.

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.

Health Forms

The Jefferson County Board of Health requires that each child have a current Immunization Certificate before being admitted. All Kindergarten children must also have a complete physical and an eye exam (from an Ophthalmologist) prior to the first day of school. All health forms must be completed and returned by the first day of school. Neglecting to return these forms by SEPTEMBER 15TH will result in your child's suspension until the forms are returned.

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 the amounts and payment due dates.
- b) **Extended Learning Program (ELP):** The Extended Learning Program is from 12-5pm. ELP registration is ongoing as long as space is available. Drop-in service is allowed at a daily rate when space allows.
- c) **Potty Training:** All children enrolling in a three-year-old class must be potty trained. The school will notify all parents of this age group of the policy in the Spring of the previous year. The school will send reminders to the parents during the Summer. If the child is not potty trained at the start of school, parents may be assessed an additional fee to cover the cost of providing extra staff to assist with diaper changing. Please notify the School by August 1st if your child is enrolled in a three year old class or older and is not independently potty trained.

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 Christmas Break in December. 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.

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, technology, and foreign language 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. What a child creates is a reflection of his or her own world. 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!

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.

Parent Involvement

At Christ Church School we want to partner with our parents to create a working relationship so children will benefit the most from their time here. With that in mind, parent participation is strongly encouraged and helps to enhance our School. Parents are encouraged to visit the classrooms whenever possible. 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. 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. Many parents also like to participate during the classroom celebration of the child's birthday.

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

Early Bird

Early bird services begin at **7:30am**. See Early Bird enrollment form for flexible options and rates. A parent or guardian must accompany all children to the Early Bird room and sign them in. Children will remain in that room until the Core School Program begins. Each classroom teacher will be responsible for picking up her children from the Early Bird room at 8:45am

Core School Hours 8:50am - 11:50am *(until 2pm for designated Pre-K 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. Please do not bring your child later than 9:00am. Children feel uncomfortable arriving after everyone else has become involved in daily activities.

Carpool

Carpool is available for children in the Three-year-old program and older. Out of concern for your child's safety, you are requested to drive slowly in the parking lot. **Stay alert by staying off your cell phone!** Enthusiastic children, often unaware of moving cars, might dart out between parked cars. Parents and guardians must abide by the carpool and parking rules of the School. This is for the safety of your children!

Morning Carpool: 8:50am to 9:00am.

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. To sign your child in, please come to the School Office. 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.

Afternoon Carpool: 11:50am - 12:00pm and 1:50pm - 2:00pm

All cars need to display the school assigned carpool tag. If you lose your tag, please request a new one from the office.

If you know you are going to be late, please notify the School immediately so that we can reassure your child. Please drive safely; do not risk an accident to be on time.

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.

Lunch Bunch and Extended Learning Program (ELP)

ELP program options are: 12:00 to 2:00, 12:00 to 5:00 or 2:00 to 5:00.

You may register for these options for the entire school year. Drop-in service is offered when space is available. You may call the office to check availability. Visit the school website or office to obtain an enrollment form and rates.

After 5 Flexibility

Christ Church School offers flexible care options for 5 - 5:30pm each school day. Flexible care can be used on a drop-in basis or you can enroll your child on a regularly scheduled/contract basis. Any child at Christ Church School at 5pm will be moved to the After 5 Room for pickup no later than 5:30pm. See After 5 registration form for more information and rates.

Late Pick up Fee

Christ Church School offers care up to 10 hours per day. In order to maintain the high quality of care and to meet Safe Sanctuaries policies, 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 that these charges will NOT be pro-rated based on the actual pick-up time. The official time used is a cellphone clock.

After 12	Fee \$ per Day	Child’s Location
12:05 - 12:14	\$5	Morning Classroom or Office
12:15 and later	\$5 Base Late Fee + \$20 Lunch Bunch Fee + Lunch if needed	Moved to Lunch Bunch Room for pickup by 1:50pm.

After 2pm	Fee \$ per Day	Child’s Location
2:01 - 2:14	\$10	Lunch Bunch Classroom or Office
2:15 - 2:30	\$10 Base Late Fee + \$2 per minute	Lunch Bunch Classroom or Office

After 5pm	Fee \$ per Day	Child’s Location
5:01 and later	\$6 for Infants & Explorers \$5 for Twos - Kindergarten	Child will be moved to the After 5 Room for pickup at the standard drop-in rate.

After 5:30pm School is Closed	Fee \$ per Day	Child’s Location
5:31 - 5:36	\$15	Pick Up from Office
5:37 and later	\$15 Base Late Fee + Additional \$2 per minute	Pick Up from Office

These fees must be paid via the next month’s ACH or within 5 School Days if not on ACH.

School Closings And Delays

School cancellations or delays due to inclement weather or other unforeseen events, will be announced using our Alert System, which gives us the ability to send text and email alerts. As CCS no longer follows JCPS' closing policy, ***all parents need to register for this service.*** In addition, closings and delays will be communicated on WDRB Fox 41 and WHAS.

- ◆ When opening on a 1 hour delay, Early Bird (7:30-8:50am) will be cancelled and school will open at 8:50am with carpool.
- ◆ When opening on a 2 hour delay, Early Bird (7:30-8:50am) 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.

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 form may be duplicated. 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. 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). 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. Any minor accidents are recorded and a note is sent home to the parent. Parents will be called if we feel an injury requires parental attention 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
- 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)

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.

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. 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.

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 pasteurized whole milk.
- Children 24 months and older may receive only 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 has discontinued serving 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:

- All food served to children must be individually wrapped.
- Food cannot be baked at home.
- **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.

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 Parties and Treats

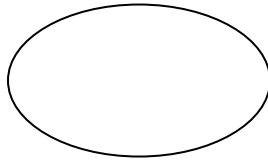
Christ Church School is aware of the importance of birthdays to young children. The recognition of your child's birthday by teachers and friends help to make it a special day. We know that sharing with friends is a way to make birthdays special. When planning treats, please limit the amount of sweets and consider

other items to use for the celebration (Ex. Book to share, stickers, etc.) Also, be aware of how big of a treat you are sending. Small cupcakes are better for small children. If you decide to bring birthday treats for your child and his/her friends to share at school, please follow these guidelines when you make your selections. There are local nut-free bakeries and some stores, such as Whole Foods, label food "School Safe".

Treats MUST be nut-free! If purchasing from a bakery you need to ensure the treat has not been processed in an area with nut products. HOME BAKED GOODS are not allowed.

The following items are prohibited and are NOT allowed in the classrooms:

1. Peanut Butter
2. Popcorn
3. Nuts and Tree Nuts
4. Grapes
5. Balloons
6. Small toys or those that have small pieces
7. Guns or weapons of any kind
8. Gum
9. Any object, which has a part smaller than the oval below could cause choking and asphyxiation of a small child.



APPROPRIATE treat suggestions:

1. A book to share and/or donate
2. Mom or Dad read a favorite book to the class
3. Individually wrapped items
4. Frozen yogurt or ice cream (processed in a nut-free facility)
5. Pizza

Be aware that some children are allergic or sensitive to artificial colors and sugar. Please make arrangements with your child's teacher in advance to schedule birthday celebrations.

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.

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 monthly calendar and newsletter 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

Colleen Pittman, Head of School
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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