

FAITH

HISTORY

EDUCATING ON PURPOSE

COMMON SENSE

***COUNTRY
MEADOWS
CHRISTIAN***

**PARENT
HANDBOOK**



Country Meadows Christian Academy Parent Handbook

We look forward to getting to know your family during the school year. This handbook is a valuable tool that will lead you through our program and answer questions you may have.

Our Goals

- ✓ To educate children on purpose, with an underpinning of faith, history, and common sense.
- ✓ To provide a nurturing environment where independence is encouraged, social skills are acquired, and respect becomes second nature.
- ✓ To provide children with opportunities to gain competency in a variety of skills such as art, science, music, math, and English.
- ✓ To develop in the child an active curiosity about the world in which they live and an awe for the God who created it.

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CURRICULUM

Abeka is the curriculum of choice for Country Meadows Christian Academy. Our commonsense approach to education includes these key subjects:

Reading - the means by which each person may learn for himself. Children need reading skills and character-building reading materials from an early age. Phonics is the most logical, orderly way to introduce reading to children. Selections are carefully chosen for interest, readability, theme and values.

Mathematics - the study of logic and order to apply to science and daily life. The basic arithmetic curriculum applies the "spiral" approach of revisiting and building upon learning throughout the year. This solid foundation of mathematical concepts and problem-solving skills, enhanced with a biblical worldview, intentionally and naturally results in lifelong application.

English - the study of language and communication in a structured, reasonable, and well-articulated manner. Because thought and language form the foundation of learning and communication, teaching grammar, spelling, vocabulary, composition, and literature is vitally important to helping students develop orderliness, reasoning, and logic.

Science/Health - the investigation of variety, order, and reasonableness revealed in creation. We'll present the universe as the direct, orderly, law-abiding creation of God, and will refute the man-made idea of evolution. Learning is delivered through age-appropriate content in a variety of scientific fields, beginning with life science, to help students develop practical use of the scientific method, and application of critical thinking skills.

STAFF

All staff members have been fingerprinted and have had comprehensive background checks specifically for childcare providers in the state of Missouri. All staff working directly with children are CPR and First Aid certified in the event of an emergency. The health of our staff and all students are important to us. In light of this, all staff will have a TB test prior to the school year.

Our staff is comprised of a Director who is responsible for the oversight of the Preschool in its daily operations as well as its administration and our teachers who are responsible for maintaining their classrooms with kindness and organization as well as teaching the basic learning foundations that align with our curriculum.

We also employ the help of parent volunteers throughout the week to ensure that snack-time, lunchtime, and daily activities run smoothly.

DISCIPLINE

The development of a positive self-image for the children is very important to all the staff of CMCA. Sharing, cooperation, patience, and kindness toward others are stressed. Corporal punishment or frightening techniques are never used in disciplining. It is expected that the children will function within a simple set of rules that have been established.

Teachers will seek to use methods of teaching, modeling, praising, and rewarding to maintain positive behavior in the classroom. When these things are not enough for a child to behave appropriately, teachers will seek to refocus the child by separating the child from an activity or the group for a brief time out.

Children will not be allowed to hurt themselves, others, or exhibit other destructive behaviors.

If a child does not respond positively to these measures, a conference with the parent will be scheduled.

Corporal punishment will not be used by any staff member and restraining a child will only occur if they are endangering themselves or another child.

HEALTH POLICY

Your child must be up to date on all immunizations (or have an appropriate exemption form) and be in good general health. For the health of your child and all others, please keep your child at home if they are sick or not feeling well. If your child stays at home due to illness, we require a phone call from the parent explaining the child's symptoms regardless of if they are contagious or not. Health regulations require parents to notify the school of any contagious disease or serious illness so that we can inform the other families of the symptoms and help contain outbreaks. If your child has submitted the appropriate immunization exemption form, we may ask that your child stay home if there is a communicable disease circulating the preschool for which your child is not immunized.

All parents will be notified of any communicable diseases that may be circulating through the preschool. The school will use the following guidelines for a child's return to school after recovering from a communicable disease:

- Strep Throat** Stay at home for at least 24 hours of treatment, and fever free for 24 hours.
- Chicken Pox** Stay at home until all pox are scabbed over. This can be anywhere from 5-10 days.
- Head Lice** May only return following 2 treatments. Any nits (egg pockets) are completely off hair. Treatments are usually given 7-10 days apart.
- Pink Eye** May not return until treatment has been started, eyes are clear, and there is no discharge in corners.

A doctor's release may be required to re-enter after any illness if the director feels it is necessary.

Your child may be sent home if he/she appears to have symptoms of illness during the day. In such cases, the child will be made comfortable in an area away from the other children for their safety and a parent is contacted.

We ask that you make arrangements to have your child picked up within 30 minutes of being notified of their illness.

If your child is recovering from an illness (but is no longer contagious) and required medication, it may be given at school if:

- 1) The child's name, the date, and the correct dosage are on the label.
- 2) A medication form has been completed and signed by the parent upon leaving the medication with the teacher.

Keep your child home if he/she:

- has an illness that prevents him/her from participating comfortably in school activities.
- has an illness that results in a need for greater care than the staff can provide without compromising the health and safety of the other children.
- has had temperature of 100-degrees or greater (children will not be allowed to return to school until they're fever free for a 24-hour period.
- has a fresh cold (one that is less than 2 days old)
- has a heavy nasal discharge or constant cough that needs to be checked by a physician.
- has uncontrolled diarrhea (may not return until diarrhea stops completely).
- has two or more episodes of vomiting in the previous 24 hours.
- has the symptoms of a possibly communicable disease.

Children with a fever, diarrhea, or vomiting will not be allowed to return to school until they are symptom free for 24 hours.

As a part of our health care plan, all child and staff are required to wash their hands before and after handling any food, after using the restroom, after playing outside, of when soiled.

All surfaces used for food service are cleaned and sanitized before and after eating.

PAYMENT POLICY

Tuition is payable in advance. Monthly payment is due the first day your child attends school in the first week of each month. If you choose to take advantage of the offered discount by paying annually, payment is due the first day of school.

Late tuition payments are subject to a late fee of \$20.00 per day.

Returned check fee is \$50.00 (must be paid in cash).

If two checks are returned due to insufficient funds, you will be required to pay in cash for the remainder of the school year.

Tuition is due in full regardless of attendance. There are no vacation credits or discounts for time off.

NOTICE OF WITHDRAWAL

Should it become necessary to withdraw your child from CMCA, we require two weeks' notice in writing. If your child is withdrawn without a two-week notice, you are responsible for paying tuition for that two-week period at the full rate. This is necessary to ensure that CMCA continues to receive the estimated income to meet its operational costs. If you have pre-paid your tuition, the balance, excluding the two-week notice period, will be refunded.

ABSENCES

If your child is ill or coming in late, we ask that you call and notify the school. This helps the teachers plan their day more efficiently. We do not allow schedule changes to make up for absences, nor do we grant refunds for holidays or illness. To maintain the flow of our daily program, we ask that you try to schedule doctor visits and other such appointments toward the end of the day. Children who are dropped off well into the day have a harder time transitioning in and we find it to be disruptive to our program. If your child is not at school at 12:00, they will be considered absent for the day. Midday drop-offs will not be permitted.

ARRIVAL & DISMISSAL

All children must be brought into the classroom by a responsible adult, signed-in, and a teacher made aware of their presence. A child may not leave the school grounds until he/she has been released to a responsible adult. It is state regulation that all children be signed in and out daily. Adults must sign their full name when signing in and out.

There is a late penalty charge for any child not picked up by closing. If late pick-ups persist, CMCA retains the right to terminate enrollment of the student.

PICK-UP AUTHORIZATION

No individual other than a parent/guardian or a person stated on the release form is permitted to take a child off school grounds unless the parent/guardian has given written consent. In an emergency, a parent may phone or write a note giving authorization. Any "unknown" person(s) picking-up will need proper photo identification before the child will be released. CMCA is not responsible for the care of your child once they have been checked out.

CALENDARS & NOTES

You will receive a monthly calendar and many notes during the year, informing you of curriculum, parent events, special functions, field trips and other important information. Please read these carefully, thereby aligning with our goal to communicate with you clearly and efficiently.

CONFERENCING

You may request a conference at any time with your child's teacher regarding issues concerning you or your child. You must notify your child's teacher in advance so that she is able to find coverage for her classroom during the conference. Formal conferencing is scheduled in the Fall and Spring.

HOLIDAYS

CMCA follows the same holiday schedule as Independence Public Schools. These dates will be on the monthly calendars and will be communicated with parents as the holidays approach.

FIELD TRIPS

Among our many school activities, we occasionally include field trips to enhance our lessons and build experiences. As these trips arise, parents will be notified of all details. If at any time you wish to have your child remain at school during a field trip, you must give us notice, and communicate your request in writing.

CLOTHING

Children should be comfortable at all times. Clothing should be appropriate for the changing weather. Outside playtime is part of our daily schedule year-round. Make sure your child is wearing appropriate outside play clothes (jackets, sweatshirts, etc.). Children should wear play shoes with rubber grip soles for climbing and running. We ask that you label all jackets, sweaters, coats, and other outer garments with your child's name. CMCA is not responsible for any lost garments.

Our program includes messy, hands-on activities. Clothes worn to school may get soiled/stained, regardless of whether smocks are worn. We ask that you send your child to CMCA in clothes you don't mind getting dirty. Make sure your child has a complete set of spare clothes at school (underwear, pants, socks, shirt). Clothing should be placed in a plastic freezer bag, clearly labeled with your child's name. Your child will need these spare clothes in case of potty accidents, water play, spills, etc. Please remember to replace them immediately if they are used and sent home.

POTTY ACCIDENTS

CMCA is only for children who are completely toilet trained. Diapers / Pull-Ups are not allowed. We expect toileting accidents from time to time, and we know adjustment to a new setting may be accompanied by some toileting issues. Children who frequently wet or soil their clothing, and continue to do so, will be considered for temporary dismissal. Each child's situation will be considered on an individual basis, and if there are any other outside circumstances that may be attributed to their wetting. Before temporary dismissal, we will attempt other means of correction such as meetings/phone conversations with parents.

SNACKS & LUNCH

The children are served a morning and an afternoon snack. We will also serve a full lunch.

CMCA believes in the health and nutrition of our students. The lunches and snacks that are served will be balanced with a variety of foods. For those children who have dietary needs or allergies, we ask that parents supplement menu items when the child's diet is limited. For those with severe allergies, we ask that parents send their child with their entire meal.

If your child has food allergies whether airborne or ingested, PLEASE submit that information, in writing, to the director.

NAP TIME / REST TIME

Since this is a full-day program, nap time / rest time is required. If a child cannot sleep, quiet resting is encouraged. Children are assigned their own mat for nap time. Please send a CRIB SIZE blanket from home. Blankets are stored in each child's mat and are sent home at the end of the week for washing. Please remember to return your child's nap blanket promptly the following week.

REGISTRATION

Upon acceptance into CMCA, a non-refundable deposit of \$100 is due. The forms in the registration packet must be completed and returned to CMCA before the child's start date. These forms include:

Tuition Form
Child Care Enrollment Form
Parental Disclosure and Agreement Form
Medical Examination Report and Immunization Record)
Notice of Parental Responsibility Form

INSPECTION AUTHORITY

Missouri Department of Elementary & Secondary Education
DVN # 002948832
PO Box 480
Jefferson City, MO 65102

Missouri Department of Health & Senior Services
PO Box 570
Jefferson City, MO 65102