

# **CROSSROADS** CHRISTIAN ACADEMY

## **Early Learning Center FAMILY HANDBOOK 2018-2019**

**51<sup>st</sup> Year Serving God's Children**

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\*The administration of CCA retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time as they see fit, with or without prior notice.

*“For you created my inmost being;  
you knit me together in my mother’s womb.  
I praise you because I am fearfully and wonderfully made...”*  
Psalm 139:13-14a, NIV.

Each child has self-worth because they were created by God and formed  
in His image!

However, as parents and teachers, we know that God did not make only one  
type of child.

Some children prefer to TALK.  
Some children prefer to LISTEN.  
Some children prefer to TOUCH.  
Some children prefer to LOOK.  
Some children prefer to MOVE.  
Some children prefer to CREATE.

Regardless of how your child likes to learn or show what they know,  
they each have the right:

- to be loved
- to be motivated
- to be presented with Bible facts
- to be given opportunities to shine and be successful
  - to pray
  - to learn to be like Christ

Your child’s success will depend greatly on a strong home-school connection.  
Together we can help your child by giving them the blessings of our  
attention, love, and nurturing.

*SCHOOL + HOME = SUCCESS*

## Philosophy of Education and School Mission

### PHILOSOPHY:

**\*Children:** Two truths about all children drive our understanding and approach with children. First – **ALL** children are loved unconditionally by God, their parents and by all Academy teachers and staff. Second – **ALL** students are gifted in accordance with God’s will and plan for their life. Students are consistently taught to be a steward of their potential. By doing so they honor the gifts they have been given and worship the Giver of gifts!

**\*Teachers** are to model Christ’s love (Luke 6:40) and provide instruction and guidance with encouragement and enthusiasm.

**\*Parents** are the primary source of spiritual nurturing for their children (Deuteronomy 6:6-9). CCA’s authority or participation in the process is derived from the partnership made between parent and academy.

**\*Social Function:** CCA exists to assist parents in transferring their Christian faith to their child. (Proverbs 22:6)

### MISSION:

\* Our mission is to partner with parents to fulfill their God given role to raise a child in the nurture and admonition of the Lord. We seek to accomplish this by strictly complying with a biblical world view of education that encompasses the view of the student, the work of the teacher, the curriculum, teaching methods and social function. The end result is a student who is able to understand and interpret life from a biblical world view.

**\*Developmentally Appropriate Christian Training:** We strive to provide a Christian foundation for children including exposure to chapel time, bible stories, verses, songs, and prayer. At our school, children learn through play and free exploration experiences as well as during more structured activities designed for their stage of development. Learning is viewed as an active process that is natural and joyful for the child. Throughout our day, we incorporate the use of student choice with activities that are hands-on and multi-sensory in nature.

### Additional benefits for your child based on our Christian philosophy & mission:

- A sense of self-worth based on the knowledge that we were created by God and in His image (Genesis 1:27).
- Experience unconditional love daily.
- Receive highest, spiritual motivation to strive for excellence.
- Opportunities to be successful daily.
- On-going experiences that expand your child’s knowledge of him/herself and the world around him/her.
- Fostering of Christ-like attributes lived out in practical situations.
- Growth in creativity
- Language experiences through everyday activities that develop eagerness for reading when your child is ready.
- Readiness experiences that will lead to successes.
- A Child that is equipped to understand and interpret every circumstance and event in life from a Biblical World View.

## DAILY ACTIVITIES

Although the schedules in the 2 Year – Pre-K classes may vary slightly, each classroom will provide for the following types of activities:

- Group Time:** Short, whole class meetings where children actively participate in daily routines and activities related to the weekly theme. Activities may include singing, reading stories, movement, finger plays, dramatization, games, etc.
- Discovery Centers:** Children will rotate between various stations. They will participate in child-initiated as well as teacher-directed activities prepared around the weekly theme along with basic activities such as table manipulatives, puzzles, dramatic play, blocks, etc.
- Outdoor Time:** Appropriate socialization, turn taking, decision making and safety practices will be encouraged both on the playground and indoors in the classroom or gym.
- Snack Time:** Teachers sit with the children during this time to model, encourage, and participate in quiet conversation after a blessing is said.
- Chapel:** Once a week, students will meet in the chapel to recite the pledge, recognize birthdays, and participate in the sharing of bible stories, songs, and prayer.
- Music & Movement:** Once a week, students will meet to participate in activities that involve the use of rhythm instruments, singing, listening for appreciation, and/or movement.
- Lunch:** Teachers will sit with the children during this time to model, encourage, and participate in quiet conversation after a blessing is said. Children may bring a healthy lunch or purchase a hot lunch.
- Nap/Rest Time:** Children will have nap/rest time after lunch.

**Activities in the 6 week – 24 month class:** Teachers will work with small groups and individual children to promote social, cognitive, and physical stimulation. Singing songs, listening to music and teacher-read stories, socializing with others, creative exploration of toys, snacking, and napping, if needed, will be a part of the daily routine. Teachers will work on a basic circle time to include a story-time and music activity, as well as an art activity daily. These activities will be planned around a monthly theme. Students in the 12-24 month class will participate in daily recess (either on the playground, classroom, or gym). Viewing of appropriate, engaging videos will be limited to a maximum of one approximately 30-minute video daily.

## SPECIAL SERVICES

**School Portraits:** We typically offer you the option to purchase school portraits twice each school year. Fall portraits include individual poses; spring portraits include individual poses and a class portrait.

**Special Programs:** Teachers may plan special events. Parents are notified several days in advance and are often asked to join the class. Evening or weekend programs may also be planned (Christmas program, parent workshops, etc.) that family members are encouraged to attend.

## CCA Early Learning Center POLICIES

### ENROLLMENT REQUIREMENTS

- Your child's birthday must be on or before September 1<sup>st</sup> to enter each age group class. Children who turn three years of age during the regular school year may remain grouped with other two year olds for the remainder of the school year provided that the continued placement in the younger group is with the agreement of the older child's parents and is developmentally appropriate for the child.
- GA State requires that all children admitted to a weekday school must submit the following:
  - Birth Certificate
  - Immunization Record
  - Insurance Card
  - If there has been a divorce, we must have a copy of the custody decree.

These documents are required before a child begins the school year or the school is out of state compliance. Students without these documents who have not reconciled their situation with the administration will not be permitted to attend class.

### REGISTRATION

- Crossroads Church of Dunwoody families and current CCA families will be given a two week notice before enrollment is opened to the community. Yearly registration fees are to be paid for each child enrolled and are due at enrollment.

### SCHOOL TERM & TUITION

We offer a full day program (7:30 am – 6:00 pm) for your child from ages 6 weeks to 4 years old.

2 year old through Pre-K will be in a classroom environment from 8:30 am to 12:30 pm beginning August 7<sup>th</sup> through May 24<sup>th</sup>.

Summer months will be filled with fun activities such as puppet shows, water days, and other indoor/outdoor activities as the school is able.

Tuition payments may be made monthly or weekly. Any payment alternatives must be requested in writing and will be considered for approval. Additional charges may include such items as late payment fees or late pick-up fees. No refunds will be made for a short school month or for short or long-term absences (e.g., illnesses, tardiness, vacations, school closings, disciplinary reasons, other emergencies, etc.). Our school offers a 5% discount off the individual annual tuition for each additional sibling enrolled in the family.

We offer the opportunity for families to take two weeks during the summer tuition free, due to family vacation. The request must be made 30 days in advance (see form in school office). A week is considered 5 consecutive days (Monday – Friday).

Children coming for the full-day program may enter at any time there is space available. Fees may be paid monthly or weekly. Full-day children are officially enrolled in our program on a yearly basis. Because of this standing as an enrolled student, extended absences for vacations or other reasons are still expected to be financially covered by the parent. This holds your child's spot and sustains your child's teacher.

You have the option to pay with our Parent Portal, cash, set up an ACH, check or cashier's check. Please make checks payable to **CCA**. A \$10 late fee will be applied to accounts not paid by the 5<sup>th</sup> of each month and a \$20.00 late fee after the 15<sup>th</sup> of the month. For full day parents paying weekly, payments are due on Monday (or first day child attends that week). A \$5.00 late fee per day will be applied for late payments. Please avoid this late fee by mailing your check if your child will be absent or if the school is closed on the 5<sup>th</sup>. A \$25 service charge will be assessed for any returned checks. You will not be able to register your child for the next school term if your account for the current year still has a balance. If you need financial information or a statement of your account, please request one in the school office. Please note that financial information is only provided to the parents or guardians unless a written permission is on file to give information to a third party.

#### WITHDRAWALS

If during the school year you find it necessary to withdraw a child, a 30 day written notice is required. A refund for partial tuition may be considered for extenuating circumstances only. If granted, any refund would be made within 60 days of receipt of the written request. We reserve the right to withdraw a child from school enrollment at any time as deemed necessary or appropriate with or without notice to ensure health, safety, or education of all children.

#### SCHOOL CALENDAR & CLOSINGS

Check the school calendar for a list of days we are closed. CCA will be closed for New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, the day before Thanksgiving, Thanksgiving day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, Staff Development days and the last two days of Spring break.



In the event of inclement weather, please check your email or listen to your television or radio for school closings. The following are sources of information on our academy closing:

- Fox 5 TV
- Facebook
- CBS 46 TV
- One Call Now (Email, Text, Phone)

In order for you to receive text messages via One Call Now, please text **“alert”** to 22300. If DeKalb County Schools are closed, we will usually be closed too. Administration reserves the right to determine closings.

#### EXTENDED CARE POLICY

CCA will offer extended care for Christmas Break, Spring Break, and Summer Break. Current CCA students and siblings are welcome to enroll. CCA will offer care for these breaks based upon the number of students that enroll. Enrollment forms will be mailed out 3 to 4 weeks prior to the date of the holiday and will be available in the school office. CCA has the sole authority to determine whether or not care will be provided. Sibling discounts do not apply to any extended care.

#### ARRIVAL & DISMISSAL

Regular attendance is important to help your child develop good school habits. If your child is going to be late or absent, the school office needs to be notified by 9 am. Full day hours are 7:30 am – 6:00 pm. All student, Transition room & older, should be served breakfast at home before arriving to school. Children must be clocked in and out on a computer by an authorized adult. If a person not designated on the registration form needs to pick up your child, you must send this info in writing (person’s name, relationship to your child, and driver’s license #). If this occurs at the last minute, please call us AND fax this request to us at (770) 457-2387. If someone we are unfamiliar with, including you initially, picks up your child, we will ask for a pictured identification.

Until a child is clocked in, they need to remain under the supervision by the parent. Children are not allowed to be unsupervised in the hallways or office. Please make sure a teacher sees you drop your child off in the room.

Siblings are strongly discouraged from entering the classrooms due to safety issues.

Nap time usually occurs between the hours of 12:45 p.m. and 3:00 p.m. We respectfully ask that no drop off or pick up occurs during this time unless it is an emergency.

#### PAYMENTS & ADDITIONAL FEES

Being picked up on time adds to your child’s sense of security. Please allow extra time in your schedule for unexpected delays and traffic. If a late pick-up is unavoidable, call us immediately to help us ease any fears your child may have. A late pick-up fee will be assessed when a child is left beyond the center’s operating hours (7:30 am to 6:00 pm). The late pick-up fee does not constitute an agreement to provide



after-hours service, nor will the late fee be applied toward tuition. **There is a late fee of \$20.00 per first 15 minutes and \$1.00 for each additional minute after the closing time of 6 pm. (or after 12:30 pm if your child is a half day student.)** Chronic lateness at closing time may be grounds for termination of service.

If your child is not picked up on time and you have not contacted us, we will make every effort to reach your emergency contact. If unsuccessful, we may need to release your child to the custody of local authorities. Crossroads Christian Academy does not provide routine transportation.

#### EMERGENCY NUMBERS

We must have at least 3 names, phone numbers and addresses of people that can be contacted in case of a student, severe weather, or other emergency. In such cases, we will make every attempt to contact you, authorized family members, or specified friends to have your child picked up before the normal closing time. A copy of our emergency procedures in case of severe weather, fire, gas leak, bomb threat, or physical plant problems is posted for your review. Please be sure to update all emergency data as needed throughout the year.

#### MEAL/ LUNCH PROGRAM

**\*\*All student, Transition room- Pre-K, should be served breakfast at home before arriving to school.**

Children may participate in our Catered lunch program. CCA provides a healthy nutritious meal 5 days a week at the cost of \$4 per day. If you prefer to pack a lunch, milk must be sent from home or may be purchased at CCA for 50 cents. Lunch menus will be emailed monthly.

You may make pre-payments and select your meals on a weekly basis. It is the parent's responsibility to check mark the lunch list every day whether your child brought or needs to purchase lunch/milk. All students are required to have one meal card (\$40) at all times during the school year. This card will be used for times when a lunch, snack or drink has been ordered or forgotten. This also aids the parents in last minute situations that require a quick lunch alternative. Balances held on these cards will be reimbursed at the end of the school year.

Lunches may also be sent from home. **However, due to time constraints in your child's classroom schedule, teachers are not able to warm things in the microwave. Please do not send items with your child that need to be heated.** If you would like for your child to have a hot lunch, please order from the hot lunch program. If you do not purchase hot lunch from CCA, parents are required to send nutritious sandwiches, and/or salads/vegetables and fruit for lunch. **Milk must be purchased at school or sent from home for lunch each day in a sippy cup or disposable milk box.** If milk is purchased at school, please bring an empty sippy cup for use. (Students with allergies may be excluded after informing the director and filing a note in child's folder.) Food sent should be able to be eaten independently by your child (healthy finger foods cut into manageable-sized pieces). Because the children are small, they do not generally have enough time to finish large portions of food.

Please note the following specific state limitations for health & safety considerations:

- Popcorn, nuts, hard candy, soda, and glass bottled drinks will not be served
- Hot dogs, grapes, raw carrots, and celery must be cut in small bite size pieces (served only to ages 3 and up)
- Apples, pears, and oranges must be sliced in bite size pieces. Cherries must have the pits removed.

#### FEEDING SCHEDULE FOR 6 WEEKS- 12 MONTH

Parents are required to fill out a feeding schedule form with their child's teacher. Food/formula is to be provided by the parent. All food and bottles must be dated and labeled. It is very important that your child's teacher is aware of any food allergies your child might have. Due to time constraints in your child's classroom schedule, teachers are not able to warm food in the microwave. **Please do not send items with your child that need to be heated** (bottles will be warmed).

#### SNACK FOR 12 MONTH -4 YEAR OLDS

A healthy morning snack (i.e. fruit, granola, vegetables) including water or juice in a sippy pack or cup is to be provided by the parent each day. An afternoon snack will be provided each day. It is very important that your child's teacher is aware of any food allergies your child might have.

#### BIRTHDAYS

Birthdays are special occasions for children and they enjoy sharing them with friends. If you would like to bring a special snack for your child to share, please contact your child's teacher in advance to pick an appropriate day and time. It may be suggested that some children with coinciding birthdays have joint celebrations. We do encourage you to follow our low sugar policy when selecting the birthday treat. Please choose from the following: mini cupcakes, small muffins or small cookies. **Hard or chewy candy, popcorn, candles, goody bags and balloons are not permitted.**

Parents (or one parent and another adult family member) may stay for 10 to 15 minutes while the children eat the snack. Please limit to one birthday celebration per child.

If your child wishes to pass out invitations for his or her home party, please be sure all children in the class are invited. Otherwise, please deliver the invitations outside of school.

#### DIAPERS-PULL-UPS

You are required to provide diapers for your child. If diapers are not supplied you will be charged a fee for using CCA's diapers. If you wish to have diaper rash cream applied, please supply this and inform the teachers when you wish for it to be used. A form will need to be filled out with the director before the teacher is allowed to do this.

#### SUPPLIES – ALL CLASSES

Each student will pay a supply fee, due by August 1<sup>st</sup> (for wipes, etc). Diapers, pullups and additional supplies should be brought from home.

## PERSONAL BELONGINGS

Do not send toys/personal items which are not essential to your child's adjustment. Problems often arise when this occurs and we cannot be responsible for the loss or damage of these items. If your child needs a special item to sleep with or that provides a sense of security, please clearly label it with your child's name and inform the teacher that it was sent for that purpose. Guns, pocketknives, masks, and war toys are not allowed in school.

## CLOTHING

The most appropriate Early Learning Center clothes to wear are comfortable, washable, play clothes and shoes that are good for running and climbing. We recommend that your child wear comfortable, closed toed shoes. However, open-toed sandals, flip flops and CROCS may be worn **if they have a heel strap**. If you are concerned about your child having blisters in their shoes or injury occurring as a result of such shoes, please do dress them accordingly. Teachers will not be changing clothes or shoes before recess time. Be sure to send a sweater or jacket as needed each day, as all children will go outside when weather permits. Necklaces, bracelets and earrings pose potential choking hazards. If your child wears these items to school they need to stay on their body at all times, or the item will be sent home and cannot be worn again. Please refrain from putting your child in clothing that makes noise, i.e. squeaky shoes, socks or anklets with bells, etc.

Send an extra set of seasonably appropriate clothes, including socks and underwear, to be left at school, or in your child's school tote bag each day. Mark your child's name on all clothing. Although we encourage children to take care of their clothing, we cannot be responsible if they are lost, soiled, or torn.

## PREVENTATIVE DISCIPLINE

We believe that character development is a vital part of your child becoming the man/woman God created him/her to be. As teachers we know that it is important to foster positive behaviors, not just correct problem behaviors. We encourage students to follow rules by actively seeking to "catch" and praise them for appropriate, Christ-honoring behavior.

When a student exhibits disruptive or unacceptable behavior, we want the child to know that he/she made a bad choice, not that he/she is a bad child. We want your child to begin to understand that the choices they make are within their control, they always have more than one choice in every situation, and that there are right and wrong choices. Teachers encourage students to make wise choices (decisions Jesus would make or that show God's love).

We will make use of corrective techniques that may include one or more of the following:

- redirecting behavior to something appropriate
- indirect praising of others who are behaving appropriately
- time out in the classroom and/or partial loss of recess
- time out in the office
- phone call to and/or conference with parent to collaboratively reach a solution
- a parent might have to pick child up and child may have to stay home

No teacher or staff of CCA will apply corporal punishment.

## COMMUNICATION

Open, frequent communication between parents and teachers enables a strong partnership in the education and care of your child. We welcome you to talk with administrators or your child's teacher to share any special concerns in your child's life (family illness, relocation of a close friend, etc.) so that we may appropriately respond and offer help. If you need to have longer discussions about your child's progress or classroom activities, please feel free to schedule a conference. In addition, teachers will send home information on current classroom themes/topics on a regular basis.

## PARENT INVOLVEMENT/VOLUNTEER POLICY

If you have a special talent or interest, please let us know. We encourage parents to volunteer and join us at special events. For the protection of the children, all volunteers must sign in and receive a visitor pass from the Business office. You may be asked to fill out a volunteer form potentially consenting to a background check prior to being permitted into the classroom. Please note that parents or church members who volunteer will serve solely at the discretion of the administration and must refer all disciplinary or urgent issues to the teacher in charge.

## PLAYGROUND SAFETY

The academy and Early Learning Center use the playground at various times throughout the school day. **Use of the playground by parents or play groups is not permitted between 7:30 AM to 6:00 PM.** For general playground safety, the following rules apply:

### Swings: Instructions to children:

- Sit in the center of the swing, facing the middle of the playground; do not stand, kneel, or lay on swing. The baby swings are for children ages 9 – 30 months.
- Hold on with both hands
- Only one person at a time is allowed on each swing
- You may not twist the swing around (fingers are easily caught and can cause permanent damage)
- You may pump the swing by yourself or have an adult (not other children) push you
- Stop the swing before getting off
- Do not push empty swings or climb on swing frames

### Slides: Instructions to children:

- Slide down on your bottom, feet first (climbing up the slides is not permitted)
- Move away from the front of the slide after you come down

### General:

- Students are not to climb on the chain link fence.
- Students are not to throw or ingest mulch.

## OBSERVATIONS

Our school has an open observation policy. You are welcome to observe your child in his/her classroom to the extent that this is not disruptive to the natural classroom environment. Please keep in mind that we do not have observation rooms so your child (as well as other students) may react to your presence. Observations should be kept to less than 10 minutes. Please be aware that for the safety of our students, all visitors must check in with the school office for a visitor tag. Please refrain from entering your child's classroom without following this procedure. If you are bringing in an item for your child during the day, please drop it off in the school office for someone in the staff to deliver to the classroom.

## BABYSITTING

Some parents may wish to hire a school employee to baby-sit outside of the school. We assume no responsibility for the care of your child while s/he is not in attendance at school, nor are we responsible for the actions of any employee during the non-work hours.

## HEALTH & SAFETY

In case of a severe injury or illness, or death, the Director or Early Learning Center Office Staff will first call the DeKalb Emergency Medical Squad (911), and then she will call the parent and make them aware of the emergency. If the parents or emergency contact person(s) are unavailable, the Director or Early Learning Center Office Staff member would follow the emergency vehicle to the hospital.

If the injury is not serious enough to warrant a call to 911, but does require immediate medical attention, (and the parent or emergency contact person(s) cannot be reached) two staff members will transport the child to Children's Healthcare of Atlanta-Scottish Rite at 1001 Johnson-Ferry Road, N.E.

In the event of a lost child, we would immediately begin a search of our facility, call 911, and notify the parents. Every precaution is taken to prevent losing a child, or having a child stray from his/her class. When moving children from classroom to playground or other area, a headcount is taken before leaving the classroom, upon arrival at destination, and again when returning to the classroom. Children are never left unsupervised.

## MINOR ILLNESS

All minor injuries will be handled in house. If a minor illness occurs, the parents (guardian) or emergency contact person(s) will immediately be contacted. If no emergency assistance is available, the child will remain in the Director's office or the classroom until school is over or until a parent or emergency contact person can be contacted. At the time of injury an incident report will be completed and be signed by the teacher, Early Learning Center director and parent. We will keep a copy in the child's file and a copy can be provided to the parent upon request.

## MEDICATIONS

In the event your child needs medication during school hours, you will be required to complete an Authorization for Medication form. A record will be kept and a copy supplied to you after medications have been completed. **Note: We can only administer medications twice during the day, once in the morning and once in the afternoon.**

## MANDATED REPORTING INFORMATION

Teachers and childcare administrators are required by law to report evidence of child abuse or neglect. According to state regulation, those who fail to report can be held accountable under the law. No one can interfere with this reporting requirement.

## ILLNESS PREVENTION

Though not all illnesses can be prevented, there are some things we can do to help decrease the spread of illnesses.

- instructing children in proper and frequent hand-washing, particularly after toileting and before eating (wash with soap and water for at least 30 seconds or use an alcohol-based hand sanitizer)
- instructing children to cover the mouth and nose with a tissue or the crook of their elbow when sneezing or coughing
- following the recommended schedule for immunizations
- instructing children to not share cups or silverware
- maintaining short and clean fingernails for children

**We require notice as soon as possible if your child has a contagious disease (e.g. chicken pox, pink eye) so we can alert other families.** Please see section below for information on when your child can return to school.

## WHEN CAN MY CHILD RETURN TO SCHOOL AFTER BEING SICK?

To receive the most benefit from the school day, children need to be in good health. Please do not send your child to school if s/he cannot fully and comfortably participate in the indoor and outdoor activities in our program. To reduce the spread of illness to other children and teachers at our school, please keep your child home whenever you feel it is appropriate. In particular, children should remain home and will be sent home with the following:

**Vomiting and/or diarrhea:** for children may return after 24 hours of no episodes.

**Runny nose associated with fever or excessive sneezing or coughing:** may return after all symptoms are gone and 24 hours after being fever free.

**Fever of 100.3° F or more:** free of fever for 24 hours without Tylenol or similar product.

**Conjunctivitis (Pink Eye):** 24 hours after treatment is started or with a doctor's note.

**Rashes or skin conditions such as impetigo or ringworm:** after lesions are under treatment and covered with a clean dressing.

**Strep Throat:** 24 hours after antibiotic treatment is started and with a doctor's note.

**Head Lice:** 24 hours after shampoo treatment and all signs of eggs are gone.

**Chicken pox:** one week after the appearance of the rash or when all lesions have crusted.

**Hepatitis:** with a doctor's note determining that the child is no longer contagious.

**Measles or Rubella (German measles):** 7 days after onset of rash; children who haven't been vaccinated should be vaccinated or excluded until 2 weeks since the onset of the last case.

**Meningitis:** with a doctor's note recommending readmission to school.

**Mumps:** 9 days after onset of swelling; children who haven't been vaccinated should be vaccinated or excluded until 26 days after onset of swelling of the last person with mumps at school.

**Hand, Foot and Mouth:** 24 hours after rash starts and with a doctor's note.

**Croup:** with a doctor's note.

**Other symptoms (including but not limited to general weakness/fatigue, excessive runny nose or cough without fever, etc.):** Children will be excluded if a teacher, administrator, or Health Department determines it is inappropriate for the child to be at the school.

North DeKalb County Board of Health Center, 3807 Clairmont Rd., Chamblee (770) 454-1144  
Thank you in advance for your cooperation and support of our school policies.

## BITING POLICY

Biting is one of the most common and most difficult behaviors that occurs in a group childcare setting. For many toddlers, the biting is just a passing stage. For other children, biting is a persistent and chronic problem.

Children may bite for a variety of reasons such as teething, boredom, frustration, inadequate language skills, stress or change in the environment, feeling threatened or to feel the sense of power.

In order to assist teachers and parents we have established a formal plan of action to be used if and when biting occurs in the classroom. All Early Learning Center families will receive a written copy of the biting policy at the time of enrollment and it will also be included in the handbook.

All classrooms will have a chart for each child that will track every occurrence of attempted / successful bites including location, time, participants, behaviors, staff present and circumstances. These will be used for reference if biting becomes a problem.

### **Victim:**

- Separate victim from the biter.
- Comfort the child.
- Administer first aid.
- Write an accident report and notify parents of the victim.

### **Biter: First Occurrence**

- 1) The biter is immediately removed with no emotion, using words such as “biting is not ok- it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
- 2) The biter is not allowed to return to the play and is talked to on a level that the child can understand. Ex: “We don’t put our teeth on people.”
- 3) Redirect the child to other play.
- 4) Write an accident report and notify the parents of the biter. ( written notice)

### **Biter: Second Occurrence**

- 1) See first occurrence steps and the following steps in addition.
- 2) Parent notified in writing and by phone call from director.
- 3) Teachers begin to “shadow “ child to head off potential biting situations and to reinforce appropriate behavior.

### **Biter: Third Occurrence**

- 1) See first occurrence steps and the following additional steps.
- 2) Parent notified in writing, phone call and set up conference to discuss a joint written strategy for change (this may include victim’s parents if problem with same children reoccurs).

### **If biting continues:**

A conference will be held with the parents to discuss:

- 1) Early transition for a child who is in a pattern of biting.
- 2) The possibility that the child may have to be removed temporarily from the school and help make contingency plans.



- 3) If it is deemed in the best interest of the child, school, and other children, it may be necessary to terminate the child from school enrollment for the duration of the biting stage. Written warning will be given to the parents before this action is taken.

(Once a student has gone for two months without attempting to bite, then they will no longer be on a biting plane.)

## POTTY TRAINING POLICY

CCA will gladly assist your child in becoming potty trained once signs of readiness have been observed by the parent and the child's teacher. Training should begin at home by a parent or caregiver during a time that there are not a lot of changes in the child's life. Potty training should be a positive experience for everyone involved. Younger classes may use potty charts and stickers to reward children's efforts to use the potty. Please do not send in candy to reward your child (no punishments will be given if a child has an accident, only encouragement, praise and positive reinforcement will be used).

### Potty Training Readiness Skills

- † Child stays dry for long period of time (Approx. 2 hours).
- † Child has bowel movements at regular times during the day.
- † Child can pull up and down their clothing without help.
- † Child initiates using the potty, asks to wear underwear.
- † Child can follow three to four step instructions. (Wipe, flush ...)

Parents are encouraged to begin potty training over a long weekend. When your child has been successful for a full weekend they may wear underwear to school. (Be sure to inform your child's teacher they are not wearing a diaper or a pull-up.) Teachers will remind your child throughout the day to use the potty. Reminders generally occur in the daily schedule after snack, lunch before and after naptime etc. Please remember that a teacher may at times have 6-8 children by themselves and reminding a child every thirty minutes to use the potty is very difficult. For this reason, children must be able to communicate the need to go to the potty.

### Potty Training Guidelines

1. Your child must wear loose fitting clothing that is easy to pull up and down. Please no overalls, pants with belts, buttons or difficult zippers, or shirts with snaps between the legs.
2. Your child must have three complete changes of clothes (Including top, bottoms, underwear and socks). We are unable to provide spare clothing for your child, if they do not have spare clothes at the time of an accident a parent will need to bring another set of clothing or pick their child up from school.
3. Your child must have a spare change of shoes.

4. A supply of pull-ups (Only ones with Velcro on sides) until staying dry at naptime and no longer having accidents.
5. CCA cannot rinse out or wash soiled clothing. (For sanitary reasons) All clothing that gets soiled during the day will be placed in a plastic bag and sent home that afternoon.
6. If your child has more than two accidents in a short period of time, their teacher will put on a pull-up and they can try again the next day.
7. If your child has more than two accidents in a short period of time for three or more days in a week, their teacher will put on a pull-up and the child can try again after long weekend training by parent.
8. Children in the three year old classroom MUST be completely potty trained and wear underwear (no pull-ups). Occasional accidents are to be expected. If your child has three accidents in a short period of time they will need to remain at home until they are fully trained.

**CCA PRE-SCHOOL 2018-2019 FEE BREAKDOWN**

**Tuition**

Classroom	Full Day
6 wks-12 mos.	\$262/wk \$1135/mo
12-24 mos.	\$235.50/wk \$1020/mo
2 yrs old	\$210/wk \$910/mo
3 yrs old	\$183.50/wk \$795/mo
Pre-K	\$157/wk \$680/mo

**Supply Fee (August – May)**

Classroom	Fee
6 wks-12 mos	\$50
12-24 mos	\$42
2 yrs old	\$40
3 yrs old	\$25
Pre-K	\$10

- 5% discount off the individual annual tuition for each additional sibling enrolled
- \$100 referral tuition credit for families who you refer that enroll (restrictions apply)
- Make checks payable to: CCA
- CCA has limited spaces for half day students. Please contact the office for availability and pricing.

# CROSSROADS CHRISTIAN ACADEMY ELC | 2018-2019 CALENDAR

**Holiday – School Closed**

**First/Last day of school**

**Special Events**

**AUGUST 2018**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**3** Staff Development  
Open House  
**6** First Day of School

**FEBRUARY 2019**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**13** Crossroads Church loves on CCA  
With donuts & coffee & juice  
**18** Presidents' Day

**September 2018**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**3** Labor Day  
**19** Donuts for Dads  
**30** CCA Day

**MARCH 2019**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**22** Spring Fling  
29 Spring Fling Rain Date

**OCTOBER 2018**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**8** Columbus day  
**10** Muffins for Moms

**APRIL 2019**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**18-19** Easter Holiday/Good Friday (ELC)

**NOVEMBER 2018**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**21-23** Thanksgiving Break

**MAY 2019**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**6-10** Teacher Appreciation Week  
**22** Classroom Parties  
**23** Graduation/Last School Day  
**24** Staff Development  
**27** Memorial Day

**DECEMBER 2018**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**19** Christmas Program  
**22-25** Holiday – Closed

**JUNE 2019**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**JANUARY 2018**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**1** Holiday - closed  
**21** Martin Luther King Jr Day  
**23** 100<sup>th</sup> Day of School!

**JULY 2019**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**4** Fourth of July