



COMMUNITY CHRISTIAN ACADEMY PRESCHOOL

PARENT HANDBOOK 2023-2024

Christ Exalting Education

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Enrollment

Enrollment procedures for Community Christian Academy Preschool will mirror those implemented in for the rest of the Academy. Applications will be accepted in CCA Central along with the application fee. The registration fee per student must be paid and forms must be included and complete. This applies in both K3 and K4 classes. Each student must be the appropriate age on or before September 1st to be admitted in that age class. Completion of Admission requires the submission of the following prior to the student's first day.

- a. State certified birth certificate
- b. Social security number for student- the State of Florida statute (FL1008.386) allows a school to request a social security number for each student attending public or private schools. Community Christian Academy also requests that parents provide us with social security numbers since these are necessary for many scholarship programs.
- c. CURRENT Florida Certification of Immunization Form (DH680) and the State of Florida School Entry Health Exam Form (DH3040)
 - a. Religious Exemption Forms can be obtained from the Health Department and are accepted in place of Immunization DH680
- d. Emergency Contact Information* (displays allergy, special medication requirements, as well as emergency contact information)
- e. Approved Pick Up Persons Form*
 - a. Each person approved to pick up the enrolled child must provide a copy of their driver's license with the submitted form for the purpose of matching at pick up.

*part of standard enrollment form

Placement Standards

Children will be placed in the appropriate class based on their age by the local September 1st guideline. Exceptions to this guideline may be made at the discretion of the Director and Administration. Standards for exception include space availability, intellectual/physical maturity, resources for accommodation, and willingness for parent partnership.

In general students admitted into the 3-year-old class will need to be potty trained/in progress towards bathroom independence and be emotionally mature enough to handle a group setting without a parent present. Students admitted into the 4-year-old class will need to qualify for VPK through the Early Learning Coalition or be aware that tuition will be their responsibility. Students in the 4-year-old class must be able to use bathroom facilities independently. In both cases it is acceptable for a student to have a "trial day" so that staff can gauge which class they are most suited for, or if they are suited for the program at all.

2023-2024 Preschool Tuition Rates & Fees

Full Time	Mon-Fri	8am-3:30pm	\$160 a week/\$85 if VPK
Part Time	Mon-Fri	8am-12:00pm	\$85 a week
VPK only	Mon-Fri	8am-11am	Free

Preschool Registration \$75 (excludes VPK only)

Supply Fee \$75

After School Care (3:30-4:00pm) \$2 a day

Financial Policies

Non-Refundable Registration Fee: Parent/Guardian understands that the registration fee must accompany the registration papers and is non-refundable. Registration fees are collected annually.

Tuition and Fees: Parent/Guardian understands that tuition is due each week/month regardless if your child is in attendance or not. No credit is given for scheduled holidays or school closings.

Payment: Parent/Guardian agrees to pay the tuition rate reflected on the tuition agreement for the program that your child will attend. Parent/Guardian understands that an electronic funds transfer authorization form (ACH) must be completed and kept on file.

Supplies/What to Bring to School

1. Full change of clothes in a gallon zip-top bag to be kept at school in case of emergency.
2. If student needs pull-ups, please send a full package (with your student's name on it) to leave at school. A teacher will let you know when it needs to be replenished. No diapers are allowed.
3. Kinder-type Nap mat with small pillow and/or blanket: small, no-noise making stuffies are welcome comforts, but will be stowed away until naptime
4. Students are permitted to keep sweaters in classroom as classrooms are sometimes cool.
5. Small bags are permitted but please no full-sized backpacks due to limited room classroom space.

What NOT to Bring

1. Full-sized backpacks
2. Toys
3. Glass containers (drinks or food)

Dress Code

Students enrolled in preschool classes should come to school in comfortable clothes and closed-toe athletic shoes suitable for both indoor and outdoor play.

Any images or messages conveyed on clothing should be in adherence to the Standards of Community Christian Academy.

The last Friday of every month is CCA Spirit Day, students may participate by wearing school colors of Carolina or Navy Blue, Grey, and/or White.

Daily Procedures

Drop Off/Pick Up Procedures

Drop Off will be from 7:30-8:00am.

Students will be brought to the classroom; A-2 for 3-year-old class, A-1 for 4 year old class/VPK students. There the parent or guardian will find their child's file, writing the time of arrival and signing on the appropriate line.

All preschool classes will begin at 8am.

VPK will run from 8am-11am. VPK parents may pick up their students from 11-11:15am.

Pick Up will be from 12-12:15pm for part time students and 3:15-3:30pm for full time.

Approved Pick-Up Persons will obtain their children from the classroom, showing ID and signing their child out.

Children left in class after 3:30pm will be signed in to the AfterCare program. Aftercare will operate from 3:30-4:00pm. Students may attend any days for a fee of \$5 a day.

If your student is not picked up by 4pm, late charges will go into effect at \$1.00 per minute.

Early pick-up is acceptable but must come through CCA Central.

Classroom Schedules

Daily class schedules will evolve as the semester goes on, reflecting the growth of your child and their peers. Despite this developing plan, the routine will remain similar.

Students will have indoor exercises/physical activity, a morning snack, outside play time, both group and small group lessons, lunch, and a nap/quiet time. Your child's teacher will keep you informed about changes to your child's day.

Lunch

1. Students should bring their lunch each day.
2. Parents should provide a balanced lunch, since good nutrition is essential for a child's best physical and mental wellbeing.
3. Please do NOT send candy or foods high in sugar
4. Children will be instructed against sharing food, but please review this rule with your student
5. Parents are encouraged to visit campus for lunch with their student during the student's regular lunch time. These visits should be scheduled with the student's teacher and have administrative approval. Compliance with CCA's fingerprinting policy is required. Please obtain a visitors pass from the school office.
6. Birthdays/Celebrations: parents may send in small treats for the class to enjoy on special occasions. Please provide napkins, plate, utensils, whatever is needed as well.

Snacks

1. Both classes will have a scheduled morning snack
2. Please provide a healthy snack that will provide your child with energy until lunch time
 - o Ideas: veggie sticks with hummus, granola bar, apple slices, trail mix, yogurt, cheese sticks/slices, pretzels, meat sticks, crackers, etc.
3. Students staying for After Care will be permitted another snack, so please pack accordingly

Chapel

CCA holds Elementary Chapel every Friday morning from 8:20- 9:00am in the Community Baptist Church Sanctuary. Preschool Classes are welcome to attend. Visitors are welcome! Please just sign-in at CCA Central.

Special Programs

As the church and school offer several special programs throughout the year, the Preschool Teachers will communicate with parents the programs they will be attending. Parents are welcome to join! Please just sign-in at CCA Central.

Communication

Parents will receive daily reports of their students' behavior, work done in class, as well as any other information the teacher wants to share with parents. Any major incidents will be documented, and further parent contact (by phone or email) will be made.

Teacher Contact

Please feel free to call or email your child's teacher at any time. We truly desire to be partners with you in caring for your littles!

Ms. Sara Bolton
3 year-old class
sbolton@ccacougars.net
772.288.2772 ext 2206

Mrs. Stephanie Guajardo
4 year-old class
sguajardo@ccacougars.net
772.288.2772 ext 2205

School Closings

CONTACT INFORMATION- IMPORTANT

It is vital that Community Christian Academy has current contact information for parents and those also authorized to pick up your students.

1. This information will be necessary in the event of a school emergency, such as a fire or flooding that requires the closing of the school.
2. Please do not call the school number during a school emergency event. School officials will need the phones to make contact with Emergency Services. School officials will contact all parents with information as soon as accurate information is available.
3. Inclement Weather
 - a. In the event that inclement weather or another emergency requires that CCA be closed before the school day begins, such notification will be issued by 7AM if possible.
 - i. In general, school will be dismissed in the case of hurricane or major flooding. However, the Administrator will be the one to determine if a change is required in the school schedule due to inclement weather. IF Martin County public schools are closed, we will follow suit. However, it is possible there may be occasions when CCA will be closed when Martin County Schools are not closed.
 - ii. You may call the school number, check the school website, or listen to WSTU 1450AM, WPSL 1590, WAY 88.1, WPBF, WPTV, and WPEC. We will attempt to use other radio and local TV outlets, as well, for such notification.
 - iii. In the event of inclement weather occurring after the start of school, parents will be notified that school is closing; and you be asked to arrange for transportation to get your student(s) home safely.

Attendance

Absences:

If your student is absent due to illness or unexpected circumstances, please call or email their teacher. If your student will arrive to class after 8:15am, please give his/her teacher notice.

1. Illness

- a. Students will be sent home if they have a fever more than 100 degrees F., vomit, have nasal discharge that isn't clear, or if they have 2 episodes of diarrhea while at school. If your student is sent home due to these conditions, they may not return to school for **24hours**.
- b. If a child is not feeling well, he should be kept home.
- c. Any child with noticeable illness will be immediately isolated from the class. A student may be permitted to lie down in a designated space for up to 1 hour. If the student still does not feel well, the parent(s) will be contacted to pick up the child so that he can receive proper care.
- d. Both the parent(s) and teachers must work together to prevent illness from spreading through the school's population.
- e. The School reserves the right to make the final decision on whether a child will be allowed to attend class.

2. Communicable Diseases

- a. Community Christian Academy Preschool desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises because of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. These diseases include, but are not limited to the following

Any staff member who reasonably suspects that a student has a communicable disease shall immediately notify the Administrator

- b. Any student with a communicable disease for which immunization is available and/or is required by law, shall be temporarily excluded from school while ill and during recognized periods of communicability.
- c. Students with communicable diseases for which immunization is not available will not be permitted to attend school.
- d. If the nature of the disease and circumstances warrant, Community Christian Academy may require an independent physical examination of the student to verify the diagnosis of the communicable disease.
- e. Community Christian Academy reserves the right to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. This may include a decision to require a longer than 24 hour period before the student may return.

First Aid/Emergency Procedures

1. Accidents and First Aid
 - a. Accidents are those which occur during school hours and require first aid attention by the teacher or the school office personnel or result in at least one-half day's absence from school. A first aid-kit is available each of the preschool classrooms and in the school front office. An Accident Report must be completed by the person witnessing the injury and filed in the student's record.
2. Emergency Medical Services (EMS)
 - a. In case of extreme emergency, EMS will be contacted first, then the parent will be notified. A copy of the Medical Authorization and Parental Consent Form from the students' Enrollment Packet will be given to the EMS responders.

Behavior/Discipline

The Preschool classes will be utilizing a color behavior chart, where failure to respond to verbal warnings/redirection attempts are followed by “moving down” on the color chart. Ready obedience/demonstrations of kindness will be opportunities for “moving up” on the color chart. In the spirit of school readiness, this is the system utilized in the majority of CCA’s elementary classes.

Students will start each day on color Green: “Ready to Learn” and move up/down accordingly.

Red	Yellow	Green	Purple	Blue
Parent Contact	Slow Down + Think	Ready to Learn!	I see your hard work!	Excellent Day!

A report showing the students’ color at the end of the day will be sent home daily.

Philosophy of Discipline

Discipline is the discipleship of obedience; it is something that is done for a child, not to him. Therefore, by its definition, discipline is a teaching tool so that students can learn and practice self-control.

For the school to operate in a manner which provides an environment that is both safe and conducive to quality education and Christian ideals, disciplinary policies and procedures must be adhered to and maintained.

Considering this, the Preschool will be using a version of the “Conscious Discipline” method. This is where staff example self-control and give intentional instruction/redirection in instances of behavior issues. If redirection and warnings are unsuccessful, and the incentivized color chart fails to motivate behavior change, the student in question will be given a chance to sit aside from activity and given instruction towards self-regulation. Under no circumstances will corporal punishment or targeted humiliation be utilized in our classrooms. Discipline will never be associated with toileting, rest, food, or outside play.

Continued behavioral struggles will result in the notification of the child’s parents, brought to the Director’s attention, and then the CCA Administrator for review and counsel.

Class Rules

*We have ears to **LISTEN***

Listen carefully!

*We have heads to **THINK***

Try our best!

*We have feet to **OBEY***

Obey quickly!

*We have voices to **BE KIND***

God tells us how!

*We have hands to **HELP***

Be ready to help!

The goal of Community Christian Academy is to partner with Christian parents in educating their children to think and live with a biblical life view, discipling them in love and truth towards Christlikeness and a lifelong passion for glorifying God. Even within the preschool classes, we operate with the understanding that staff and families are partnering together for the edification of the students.

If at any point it becomes clear to one or both parties that a partnership not possible, the Administration reserves the right to revoke the student’s enrollment in the Preschool program.

Parent Opportunities

As a ministry of Community Baptist Church, Community Christian Academy welcomes the interaction of students and their families.

Parents are welcome to visit for lunch, attend chapel and other special events, and to volunteer in the classroom. For the safety of our students and staff, all volunteers must be fingerprinted through the Martin County Sheriff's Office. Please also let your student's teacher know of your interest so they can plan for and accommodate your visit!

Both the church and school offer numerous opportunities for fellowship and fun throughout the year in the form of festivals, conferences, sporting events, and programs. Please do come and enjoy time together as a family!

Voluntary Pre-Kindergarten (VPK) Policies

The Voluntary Pre-Kindergarten Attendance Policy requires children be present unless absent for one of the following ten reasons listed below. "Unlimited absences" are not allowed. Excessive absences may jeopardize the student's enrollment in the Voluntary Prekindergarten Program offered by Community Christian Academy.

The documentation for all excused absences will be retained by Community Christian Academy for monitoring purposes and to meet requirements set by the Early Learning Coalition who govern the VPK program locally.

Excused Absences:

1. Illness or injury of child or immediate family member which requires hospitalization or bed rest.
2. Physician or dentist appointment
3. Infectious disease or parasitic infestation
4. Funeral service, memorial service, or bereavement upon the death of the child's family member
5. Life-threatening illness or injury of child's family member
6. Compliance with a court order (e.g. visitation, subpoena)
7. Special education or related services of the child's disability
8. Family vacation not to exceed five excused absences per program year
9. Extraordinary circumstances beyond the control of the child and the child's parent.

The validity of the extraordinary circumstances will be determined by the VPK Director