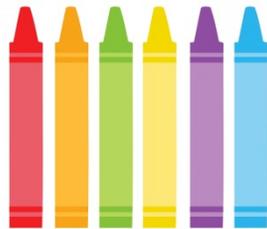


Community Christian Preschool & Childcare Center

Interest Packet



Ages 2 ½ - 6 Years

2, 3 & 5 Day Programs

(Full Day & AM Programs Available)

Program Director
Brenna Daugherty
(360) 493-2223
bdaugherty@foundationcampus.org

Early Childhood Education Administrator
Kim DeLeon
(360) 493-2223
kdeleon@foundationcampus.org



Dear Prospective Parent,

Thank you for your interest in our Preschool & Childcare program. We are a unique Center in that we provide multiple childcare options while offering an academic program for each age group (2 ½ -5 years old). Our goal is to provide an environment that stimulates the child's physical, mental, emotional, spiritual, and social development.

We realize that choosing the right environment for your child is an important decision. Please look through our *Interest Packet* and if you have further questions or would like to schedule a private tour, please contact us. Our Enrollment Packet can be mailed to you, picked up on campus, or is available online at <http://www.olympiachristianschool.org/preschool/admissions.html>.

Sincerely,

Brenna Daugherty
Program Director
bdaugherty@foundationcampus.org
(360) 493-2223

Kim DeLeon
Early Childhood Education Administrator
kdeleon@foundationcampus.org
(360) 493-2223

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HOURS & GENERAL SCHEDULE

We open at 6:30 a.m. and close promptly at 6:00 p.m. Each classroom has a specific schedule following this general outline:

6:30-8:00	Quiet indoor activities (combined classrooms/age groups)
8:00-8:30	Before school recess for Preschool & Beginners (weather permitting)
8:30-9:00	Before school recess for Pre-K group (weather permitting)
9:00-9:30	Circle Time
	Bible Time
	Calendar
	Show & Tell
9:30-10:00	Snack
10-11:30	Learning Time/Freeplay:
	Letters
	Numbers
	Learning games
	Science
	Crafts
11:20-12:00	Lunch
12:30-3:00	Nap/Rest
3:00-3:30	Wake-up time & Snack
3:45	Afternoon Recess on Playground or in the Gym
5:30	Evening snack
6:00	Close Center

SECURITY

CCA is a secured facility. Upon enrollment you will receive 2 security cards per family that will allow you to gain access to the preschool building during normal business hours. Parents are expected to carry and use these cards daily.

Children are released only to parents and authorized individuals listed on their child's records. These individuals should come prepared to show positive photo identification.



OUR PHILOSOPHY

At Community Christian Academy Preschool & Childcare Center, we believe in partnering with the parent and families to provide nurturing care to each individual child. The “Whole Child” is ministered to in the daily program in a variety of ways. Our trained and qualified staff design learning centers in the classroom environment and plan a developmentally appropriate curriculum to meet the needs of each child at every age and stage. We believe that learning takes place when the child is actively engaged, and encouraged to grow cognitively, emotionally/socially, spiritually and physically.

SPIRITUAL



Bible stories, object lessons, scripture memory verses, Christian songs, and prayer are taught daily. We encourage children to apply these lessons to their daily lives and interactions with others. We model Christ-like behavior and love one another. Values such as truth, respect for others, politeness, kindness, respect for God’s world are reinforced in all work and play situations.

PHYSICAL DEVELOPMENT

Activities for growth and development of small and large muscle coordination using a variety of games, exercise movements, and materials and spaces on our beautiful large campus. Your child is encouraged to explore the world around him/her in a safe, loving and developmentally appropriate atmosphere. This hands-on experience extends the child’s learning and gives them opportunity to enhance their knowledge and growth alongside their peers.

COGNITIVE

Critical thinking skills, number & letter recognition and sounds are presented to encourage intellectual curiosity and application of knowledge through “first hand” discovery experiences.

SOCIAL/EMOTIONAL

Participation in group activities and class responsibility is presented actively in stories, role-plays, group activities and modeling by teachers. Understanding of rules, sharing of space and resources and conflict resolution lessons are taught and implemented daily. Self-esteem and a feeling of security are built by providing care, love, consistency and a safe, calm environment. Values such as truth, respect for others, politeness, respect for God’s world are reinforced in all work and play situations.

CREATIVE EXPRESSION

Daily we offer the opportunity for every child to engage in arts and crafts, music, creative movement and dramatic play. Music is accessible with a variety of mediums including percussion instruments and cd’s/player in a variety of genres.

Partnering with CCA Childcare Center will give your child opportunities to establish solid foundations for future learning, with an emphasis on science, math, literacy, art, music, movement, dramatic play, social studies, safety and nutrition.

Northwest Christian Private Schools

Statement of Faith



WE BELIEVE:

- In one God, creator, and sustainer of all things, eternally existent in three persons – Father, Son, and Holy Spirit. (Deut. 6:4, Matt. 3:16-17, John 14:6-27, 1 Cor. 8:6, 2 Cor. 13:14, Gal. 4:4-6, Eph. 2:13-18)
- In the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His vicarious death, resurrection and ascension to the right hand of God the Father. (Isa. 7:14, Matt. 1:20-25, Acts 1:9-10, Rom. 8:34)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 7:39, 14:15-18, Acts 2:33, 15:8-9, 1 Pet. 1:2, 1 John 3:24, 4:13)
- In the divine inspiration of the Bible, our all-sufficient, authoritative rule of truth, faith, and conduct. (Luke 24:44-47, John 10:35, 1 Cor. 15:3-4, 2 Timothy 3:15-17, 1 Peter 1:10-12, 2 Peter 1:20-21)
- That all people have sinned and that only by God’s grace and through faith alone we are saved. (Eph. 2:8-9, John 8:34-36, 16:8-9, Rom. 3:23, 6:15-23, 1 John 1:9, 2:4, 3:7-10)
- In the second coming to earth of the Lord Jesus Christ and in the resurrection of both the saved and the lost; those who are saved to the “resurrection of life” and the lost to the “resurrection of judgment”. (Matt. 25:31-46, John 5:29, John 14:1-3, Acts 1:9-11, Rev. 22:7-20)
- In the spiritual unity of all believers in our Lord Jesus Christ (Matt. 8:11, John 13:35, 17:14-26, Rom. 4:16, 10:9-15, 12:1-8, 1 Cor. 3:5-9, Gal. 5:6, 13-14, Rev. 5:9-10)

NON-DISCRIMINATION

Northwest Christian Private Schools, also known as Community Christian Academy and Northwest Christian High School, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race in administration of its educational policies, admissions policies, scholarship and grant programs, and athletic and other school administered programs.

RATIO OF TEACHERS TO CHILDREN

Our class ratios are 1 teacher per 10 children. Although we could place more children in a class and hire additional teachers, our experience has confirmed that one of the most significant factors in providing quality child care in a group setting is a smaller overall group size, taught by qualified, competent, loving teachers dedicated to children's well-being and success.

A smaller overall group size provides an appropriate level of stimulation and more opportunities for children to bond with other children and the teacher in the class.

ADMINISTRATION

The Community Christian Academy School Board delegates the management of the center to an experienced, educated Director, selected by the School Board and who functions within the policies and guidelines set by the School Board.



LICENSE

The State of Washington, Department of Social and Health Services licenses Community Christian Preschool & Daycare. The benefits of this program are available to all without discrimination on the basis of race, color, handicap, sex, national or ethnic origin.

THE STAFF

The teachers and assistants of Community Christian Preschool & Daycare are experienced, qualified, and dedicated to the needs of your child. All staff minimally have basic STARS (state required) training in Child Development and education, have CPR/first aid training, Blood borne Pathogen training and a cleared DSHS and WSP background check.



CLASS PLACEMENT

In the best interest of all children, each child is taken on a trial basis, which gives you time to see if we meet your expectations and needs, and us to see if your child is making positive adjustment to our program. We realize however that we cannot possibly meet all the needs of all children. In the event a child is not making a positive adjustment after a reasonable period of time, or if a child's behavior changes, we reserve the right to inform the parents that they need to make other arrangements for their child. In most cases we are able to provide advance notice of this need, however, there are certain circumstances which warrant an immediate change (i.e.: a child is causing harm to himself or other children, is seriously disruptive to the classroom environment, or requires more one-on-one care and supervision than our staff can safely provide.) Most children do adjust quickly and have a positive school experience here at CCA.

The classroom placement is determined by age from September 1 to the following August as follows:

Beginners	2 ½ -3 years old (must be potty-trained and able to use the bathroom independently)
Preschool	3 ½ -young 4's (children turning 4 on or after September 1 st of the current enrolling year)
Pre-Kindergarten	4's-5's (children who will turn 5 on or after September 1 st of the current enrolling year)

DISCIPLINE POLICY

It is very important for children's school and life success to learn and practice appropriate behaviors. Our goal is to teach children to:

- Make appropriate behavioral choices
- Understand that there are consequences for inappropriate behavior
- Feel the reward of making appropriate choices
- That they are responsible for the type of day they have
- To learn conflict resolution

We endeavor to treat each child with equal fairness and implement a step by step process Guiding children through a challenging situation, rather than "fixing" it for them. This begins by setting up our classrooms and program in a way that contributes to children's success. For example, small overall group size, stable enrollment, age appropriate curriculum and activities, child size equipment, nutritious meals and snacks, qualified staff, safe environment, consistent schedules, staffing and rules.

If a child breaks a rule or crosses over an established boundary the following steps are taken:

A verbal warning/ Redirection

- Reminder
- Time-out
(The teacher will discuss the situation with the child to make sure he/she understands why they were removed from the activity. The teacher will facilitate the child's rejoining the group when the teacher and child agree that the child is ready to rejoin.)
- Loss of activity
- Removal from classroom
- Director's office/note home/phone call home
- Parents will be informed of any consistent discipline issues so that we can partner together in addressing them before they become a pattern of behavior.
- Suspension
(Children with destructive behavior or causing harm to themselves, another child or staff member)
- Withdrawal from program
(Children causing harm to themselves, other students or staff, having a pattern of harmful behavior, physical attacks and continual defiance can result in immediate withdrawal)

We observe children for possible causes of unacceptable behaviors (hunger, illness, lack of sleep, stress).

We also find opportunities to give verbal praise to children when they make good choices or are showing behavioral improvements.

Corporal punishment is prohibited both by law and our policy. We also ask that parents do not exercise corporal punishment while on our campus.

ILLNESS & INJURY PROCEDURES

If your child becomes ill or injured during the day we will take appropriate measures to care for them.

INJURY PROCEDURES

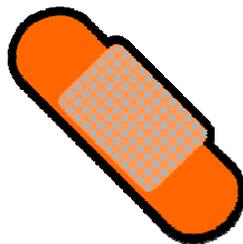
Minor injuries like scrapes will be treated with clear water, hand soap, bandages and ice packs as needed. We will write an Accident Report and have you sign it when you pick your child up that day. A copy will be placed in your child's file and you will receive a copy to take home with you as well.

Injuries that are more serious, or potentially serious, will be handled by appropriate first aid measures. In an emergency we will obtain medical treatment first and then attempt to contact the parent.

In the following cases we will make every attempt to contact the parent after providing first aid. Calls are not limited to the following conditions. We will call any time we deem a parent should be involved in the process of determining appropriate care for a child.

- An injury may leave bruises on or near the face
- A child hits their head
- A child is bitten by another child and it leaves a mark, or breaks the skin
- An injury to the groin area occurs
- An injury may leave a questionable mark
- A child is unusually upset following an injury
- Your assistance is needed to care for your child
- An injury has the potential to grow more serious (for example: a foreign object in the eye)
- A nose bleed that will not stop
- Any other condition in which we deem a parent should be informed

All of our teachers have a current CPR/First Aid Certificate.



ILLNESS PROCEDURES

If your child becomes ill during the day we will assess his or her condition. If he or she is unable to participate as usual we will call the parent to pick him or her up from the preschool/daycare. When a child exhibits any symptoms on our list of excludable health conditions (listed on the "Keep Me At Home" list provided to every family) we will isolate him or her and call a parent to pick the child up. If a child is acting unusual or seems as if he or she might not be feeling well, we may give a "heads-up" call to inform the parent that he or she may be called at some point in the day to pick their child up.

We want our center to be a healthy place for all. Your child must be free of all symptoms (without the aid of any medications) for a minimum of 24 hours in order to return to preschool. Medications may mask symptoms and therefore pass infections/diseases on to others.

Children contracting contagious illnesses such as rashes, lice, chicken pox, pink eye, must be kept at home and the condition reported to the school as soon as possible so that a notice can be posted alerting other parents to the possibility of exposure. At no time will staff reveal the names of children with a contagious condition.

Parents that have been exposed to a potentially serious communicable illness should inform the director so she can determine if it is appropriate to post a notice of possible exposure to the other families. This is especially important for families that have a pregnant or nursing mother, younger children, or elderly in their home. Confidentiality is respected at all times.





IMMUNIZATIONS

Washington State Law requires that we keep on file a *Certificate of Immunization Status* sheet filled out and signed by the parent prior to a child attending our program. All immunizations must be kept up to date. Your child can be exempted from immunizations for medical, personal or religious reasons. A *Certificate of Exemption* needs to be completed and signed by both the parent and a health care provider. This is required by licensing in order for the *Certificate of Exemption* to be valid.

If there is an outbreak of vaccine-preventable disease that your child has not been immunized against, by law, he or she is required to be excluded from attending our facility until the outbreak is over. In addition, children whose immunizations are not up to date are required by law to be excluded from attendance until the immunizations are brought current. *In the event your child is excluded for this reason, tuition will still be charged. There will be no pro-rating or discount of tuition for days missed.*



FOOD PROGRAM

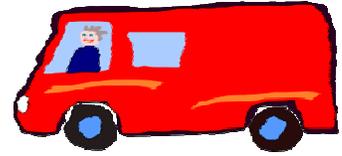
Nutritious lunches and three snacks are provided daily. A weekly menu is posted in the lobby and copies are available for parents to take home. Snack and lunch times are posted on each classroom schedule outside of each class's door.

A healthy snack is served in the morning. This is not meant to replace breakfast. Please have your child eat breakfast prior to arriving at school. We do not allow children to eat breakfast in the classrooms, or to enter the building eating or drinking. This reduces carpet soiling and crumbs that can attract pests, and does not create a challenge for the teacher.

It is the responsibility of the parent to inform the director of any existing food allergies, or new food allergies. If your child has serious food allergies we may request that you bring his or her meals. Since there is no separate charge for snacks and/or lunch there is no tuition credit given when children do not eat the food we provide.

Also, you must fill out a *Food Allergy/Intolerance Statement & Child Care Emergency Plan for Food Allergic Reactions* form and have it on file at the preschool.

If you would like to bring treats for your child's class, please talk to or leave a note the director so this can be coordinated.



FIELD TRIPS

We take field trips into the community to promote your child's growth and development. Before a child may participate, we must have a signed permission slip on file. If there is a fee, it must be paid prior to the field trip day and in cash. A receipt will be written for you for your records.

We transport children in the school vans and require parents to secure their child's car or booster seat in the appropriate marked van. Car or booster seats need to have the child's name clearly labeled on them (masking tape works well). We depend on parent volunteers as chaperones to make field trips a success. It is also a great way for parents to earn Stewardship hours!

DISASTER/EMERGENCY PLAN

Students practice regular procedures for emergencies. These procedures will be enacted immediately if an emergency occurs. In the event of an emergency that prevents parents from reaching their children, preschool staff will ensure the care and safety of the children until their parents can reach them. Children will only be released to authorized individuals.

Extra supplies are on hand in case of a storm or earthquake. Your child needs to have an up-to-date personal comfort kit on site at all time. A list of items is provided upon enrollment as well as a detailed "Disaster Plan". An emergency telephone line is available when other power is out to inform radio stations of closures.



EXTRA DAYS OF ATTENDANCE

You may request extra days. This request and payment (at the current daily rate) must be made to the director no less than one day in advance. We accommodate requests based on availability; therefore, parents should not rely on us to provide extra days.

PARENT STEWARDSHIP PROGRAM

Our tuition rates are lower than the actual operational costs, and lower than the average tuition rates for centers providing high quality programs. This benefit to parents is dependent on outside donations of time, resources, money and parent participation.

Parents have an opportunity to directly participate in the school through the Parent Stewardship Program. This program helps provide for the needs of the school, while helping keep tuition rates lower than average. Specific details about this program are available through the Preschool Director.

