

# COLLEGE PARK CHRISTIAN PRESCHOOL



## STUDENT HANDBOOK

1108 College Park Dr.  
Columbia, MO 65203

Monday-Friday 7:00am – 5:30pm

Phone: (573) 445-3418

email: [cpcpdirector@gmail.com](mailto:cpcpdirector@gmail.com)  
[www.cpcprek.com](http://www.cpcprek.com)

## **Philosophy**

Our goal is to help children become independent, inquisitive, and creative learners. We believe young children construct knowledge through active learning—by doing.

CPCP Mission Statement: Our mission is to guide and equip children in their spiritual, emotional, intellectual, and social journey.

CPCP Vision: Our vision is to help children in our community grow and learn in a safe, consistent environment.

The environment we create gives students the opportunity to explore the world around them by using all of their senses.

We use the Creation Kids curriculum which emphasizes:

- Large and fine motor development
- Imaginative growth
- Dramatic expression
- Music and musical expression
- Creativity in art and building
- Making positive decisions
- Getting along with others
- Solving problems
- Academic readiness

## **Highlights of Learning:**

**T.R.E.E:** Children will learn how their (T)alk (the things they say to and about others), their (R)eactions (how they respond to events and people around them), their (E)motions (how they feel and demonstrate their feelings) and their (E)ffect (how their actions and words impact others) should all be aligned with the fruits of the spirit - be loving, kind, peaceful, good, gentle, patient, self-controlled and joyful.

**Science:** God made us all to be similar, but yet very unique. Children will discuss what is similar and unique about each

one of them and things around them. They will use investigative skills such as examination of materials, making predictions or drawing conclusions, and asking questions and discovering the answers.

**Literacy:** Literacy skills are critical and serve as the foundation for all other skills to be learned. The specific skills taught are literature, language, and writing. Children will develop their fine motor skills through various activities to improve their writing abilities. They will also enjoy the different games and stories while they expand their language knowledge. Language time incorporates ABC recognition, stories, writing, journaling, role playing, different languages, and fine motor challenges.

**Math:** Math helps children to make sense of the world around them and teaches them to reason and problem solve. The children will have different activities where they will sort, classify, compare quantities, balance blocks, notice shapes, and find patterns.

**Get Active:** Getting ample exercise and utilizing large and small muscles has abundant benefits for the developing body of a young child. Physical activity has a strong positive impact in the early development of the brain, not just motor control. The children are provided the opportunity to experience a variety of basic gross-motor activities that involve postural control, coordination of movements, and locomotion. This will be a time separate from recess for the children to be active and build those muscles.

## **Parent Responsibilities**

- Your child needs to arrive by 9:30am each day. Arriving between 7-8:30am, which is during the free play time of class, is generally the best time for an easier transition.

- Please notify the school by 8:00 am if your child is sick or will not be in attendance that day.
- All children should be accompanied by an adult to their classrooms. No one under the age of 18 will be allowed to pick up a child.
- Make sure your child has 2 complete extra sets of clean clothes at school.
- Check your child's Take-Home File for important notes and their cubby daily for soiled clothes.
- Converse with the teacher about any information that might contribute to your child's growth or any problems that might be hindering them.
- Pick up your child on time to help them feel secure and safe.
- Inform the school in writing if someone else is picking up your child. Add this person to the approved pick-up list. This person will be required to show a picture I.D. to our staff before being allowed to leave the facility with your child.
- If needing to withdraw your student a two-week notice is required.

## **Separation Anxiety**

In the beginning some children can experience separation anxiety, especially for younger or first-time preschoolers. Please know that we have your child's best interest at heart when we ask you to make your drop-off as quick as possible. It is truly the departure that is difficult, as many students are distracted and interested in classroom happenings once this separation is over. Make sure you tell your child you are leaving and will be back soon. When you return to pick up

your child is a great time to communicate with the teacher regarding how long your child was upset and what to improve on in the days ahead. This anxiety is a healthy part of growing up and developing independence, and it is crucial that parents and teachers work together to help the students adjust.

## **Admission Requirements**

Our preschool is for ages 8 weeks through five years old. Two-year-olds are not required to be potty trained to enroll, but potty training is a part of their daily routine. Students age 3 years and older must be potty trained before they are enrolled or promoted to the next class.

These forms must be in our office on or prior to your child's first day of school:

- Enrollment and information forms
- Tuition contract
- Copy of birth certificate
- Copy of updated immunizations
- \$25 enrollment fee
- A health medical form completed by the child's physician

College Park Christian Preschool admits students of any sex, race, and religion. Applications for special needs students will be assessed according to the degree of extra assistance needed.

If classes are full when seeking enrollment, your child's name can be put on a waiting list. To be added to the waiting list we must receive the following: completed enrollment form, birth certificate, immunization records, and the non-

refundable registration fee. When a spot becomes available, we will reach out to set up a start date and complete the enrollment process.

## **Tuition and Fees**

Weekly tuition payments are due on the first day of the week in which the child attends. Monthly tuition payments are due on the first Monday of the child's attendance in a new month.

- Any check returned for insufficient funds will be assessed a \$15 fee and any additional banking fees incurred.
- If a sibling is also enrolled a 10% discount will be applied to the oldest child's tuition.

### Late Pick-up fee:

Our preschool closes at 5:30pm each day and we value our staff's personal time. Please plan to arrive before closing to ensure enough time to speak with your child's teacher, gather their daily items, and exit the building by 5:30pm. Late pick-up fees will be assessed in 10-minute increments, per child, for anyone leaving after closing time. For example, if the child is picked up between 5:31-5:40pm = \$10 late fee, 5:41-5:50pm = \$20 late fee, if it is 5:51-6pm = \$30 late fee, and so on. We understand that unforeseen circumstances occur, however we reserve the right to terminate care in the event of excessive late pick-ups.

## **Discipline Guidelines**

It is our belief that fun, engaging activities, clear instructions, firm boundaries, consistent rules and a preventative approach to discipline will direct the majority of children in a positive way. Children will be encouraged to behave appropriately, corrected and redirected, asked to repeat the

correct behavior, have loss of a privilege for a period of time, or sit in an age appropriate time out. Our facility will not use any type of physical punishment to discipline a child.

## **Biting**

Classroom staff will meet with the directors on a routine basis for advice, support, and strategy planning. Every occurrence will be documented and will indicate location, time, participants, behaviors, staff present, and circumstances. We will work together as partners with the parents of both biting children and frequently bit children to keep all informed and develop a joint strategy for change. When needed a conference with the parents of the biting child will be requested to develop a written plan of action. If developmentally appropriate we will consider early transition of a child “stuck” in a biting behavior pattern for a change of environment. When necessary the child may be requested to be removed from College Park Christian Preschool and find alternate care. Written warning will be given to the parents before this action will be taken.

## **Rest Time**

Full day students will have a rest time each day. Assigned cots and sheets are provided. Sheets are washed weekly. Students should bring their own blanket and pillow (and a stuffed animal if desired). These will be sent home on Friday’s to be washed and returned to school on Monday.

Nap time begins at 12:30pm and lasts until 2:30pm. State requirements say that children must rest for at least one hour. Children who do not fall asleep after the first hour of nap time will be allowed to have quiet activities until their friends wake up. If you need to pick up your child during rest time, please make prior arrangements so that we can make this transition easier for your child without disrupting the others.

## **Attendance**

Students can be dropped off between 7:00am-9:30am. The only exception to this is if the child has a doctor's appointment and will be arriving by 11:30am. Drop-off's during lunch and nap times are disruptive to our friends and are not allowed.

If your child has not arrived by 9:30am they will be counted absent for the day. Arriving after 9:30am is disruptive to the class and your child's routine. Please notify the school by 8:00 am if your child is sick or will not be in attendance that day. Students must be picked up by 5:30pm.

### Holidays:

Our preschool closes for holidays and professional development throughout the year. Please see the annual calendar for the specific dates.

### Snow Days:

If the winter weather is too extreme to open, due to icy roads or an accumulation of snow, the closing of the preschool will be announced by 6:00am that morning. This announcement will be made on KMIZ, KMOU, as well as on our private CPCP Family Facebook group.

## **Health and Wellness**

We will work with you to keep your child well. Covering a cough or sneeze and hand washing are very important to keep germs at a minimum.

Parents must arrange for back-up care when their child becomes ill. If a child becomes ill while at school, a parent or emergency contact will be notified and must pick the child up



within thirty minutes. State regulations prevent us from caring for sick children.

Please do not give your child Tylenol, Ibuprofen, or Motrin before sending them to school. Please arrange for alternate care for your child if the following symptoms have been observed:

- A temperature of 100 degrees or above
- Sore throat or swallowing difficulty
- Vomiting or diarrhea
- An undiagnosed rash
- Discharge from eyes
- High pitched croupy or whooping sounds after coughing
- Head lice or other type of parasites

Children may return to school again when they have been symptom, fever, and medicine free for 24 hours. A doctor's note may be requested to ensure the child and illness are not contagious.

### Communicable Diseases

Please notify the school immediately if your child is diagnosed as having a contagious disease such as but not limited to strep throat, chickenpox, pink eye, or lice. In the event that a child with a contagious disease has exposed other children, a notice will be sent to all parents. Children that require antibiotics can return 24 hours after their first dose.

### Medications

Prescription and nonprescription medication will be administered by our staff when it is brought to school in its original container and an authorization form is completed.

### Emergencies:

In the event of an accident or other emergency, every effort will be made to contact the parent. If we are unable to contact the student's parent, a contact person listed by the parent will be notified. Emergency medical help will be sought, if needed, as authorized on the enrollment form. PLEASE ENSURE THAT ALL CONTACT NUMBERS ARE KEPT CURRENT.

### **Potty Training**

Potty training is a major accomplishment to children. All children in the two-year-old classroom will be encouraged to sit on the potty chair or toilet during potty times. Once they have learned how to use the little potty they will transition to the toilet. Then when they stay dry and consistently use the toilet we will request that the parents bring in underwear and extra changes of clothes. Parents also need to be encouraging and working with the child at home to provide consistency between home and school. Children are required to be fully potty trained before they are eligible to be promoted to the 3- & 4-year old's classroom.

### **Personal Belongings**

Each child's belongings (blanket, pillow, clothes, coats, etc.) should be visibly labeled with the child's name or initials.

- Children are not to bring toys or other items to school unless it is their day for Show & Tell. The teacher will send home a note in advance when it is your child's turn for Show & Tell.
- Please do not allow your child to wear any jewelry at school as these items can become choke hazards. This

includes plastic/metal/etc. bracelets, necklaces, and/or rings. Studs are allowed if your child has pierced ears.

- Due to health and safety rules hand sanitizer & Chapstick\* are not allowed as children will use and share it without teacher knowledge.
- For nap time each child will need just 1 small blanket. A child-sized pillow and/or a soft stuffed animal/doll are optional. No toys or items with hard pieces or that make sound will be allowed.

If your child needs to use Chapstick\* due to dry/cracked lips please talk to their teacher so they can put it up with the medicine which is out of the reach of children. Any unnecessary items will be brought to the office to hold until a parent comes to pick them up.

## **Clothing**

Please dress your child in washable, comfortable play clothes. We encourage closed-toed shoes for safety on the playground. Your child will be learning through play and it is very likely that their clothes will get dirty here. Please do not send them in something that would be expected to stay clean.

Please provide an extra set of clothing for your child, including underwear and socks. If this extra set of clothes is used, please bring a replacement the next day your child attends school.

Outdoor play requires a jacket when the temperature is below 70 degrees. During the cold months, please leave an extra set of mittens or gloves and a hat in your child's cubby.

## **Recess**

Weather permitting; your child will spend time outside every day in the fresh air. When weather does not permit outdoor play, the children will play in our full-sized gym.

## **Sanitation**

All preschool toys are sanitized weekly. Toys soiled with bodily fluid will be sanitized immediately. Hand washing will be practiced before meals, after toilet use, after blowing noses and after messy projects.

## **Confidentiality of records**

Children's records are only open to administrators, the child's teacher, and the child's parent(s) or legal guardian.

## **Meals & Snacks**

Our school serves a breakfast snack from 8:30-8:50, a hot lunch at 11:30, and an afternoon snack at 3:00. Our kitchen staff prepares nutritious, well balanced vegetarian meals. Each serving is accompanied with either milk or water.

If your child arrives after 8:50am, we ask that you provide him/her with breakfast before coming to school. Due to health & safety requirements please do not allow your child to bring food or drink items into the preschool. If your child is eating in the car on the way to school they will need to finish before entering our building.

With advanced notice, your child may bring special treats for their birthday. Cookies or mini cupcakes are typically the easiest for children to handle. These treats need to be store bought and in their original container with the ingredient label.

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