

“Rooted in Christ”

“So then, just as you received Christ Jesus as Lord,
continue to live your lives in Him,
ROOTED and built up in Him, strengthened in the faith
as you were taught, and overflowing with thankfulness.”
Colossians 2:6-7



CHANDLER CHRISTIAN ACADEMY

Chandler Christian Academy
Preschool Handbook
2018-2019

Administrator: Mrs. Ruth M. Zappe
Preschool Director:
www.chandlerchristianacademy.org

July 2018

Dear Parents:

We are excited about this new school year! The administration, teachers and staff welcome both our returning students and those that are new to the Chandler Christian Academy family. We consider it privilege to partner with each family in helping your children attain the best education both academically and spiritual to prepare them for their life's journey.

The information in this handbook is a comprehensive guide to the policies of our school. If you have any questions about the material contained in the handbook please feel free to contact the school office.

We believe God has given Chandler Christian Academy the mandate to train students to love and serve Him in all they do. Jesus wants every student to know Him personally and accept Him as their personal Savior and Lord. The staff meets every morning before school to pray for the needs of the school and pray that we will be sensitive to the needs of each child. We appreciate you joining us in prayer that together we could accomplish His purpose in each student's life.

Our theme this year is "**Rooted in Christ**" based on Colossians 2:6-7 "**So then, just as you received Jesus Christ as Lord, continued to live your lives in Him, ROOTED and built up in Him, strengthened in this faith as you were taught, and overflowing with thankfulness.**" We are praying that each student will grow in their knowledge and relationship with Jesus Christ.

Trusting and leaning on His Word – the Bible



(Mrs.) Ruth M. Zappe
Administrator
Chandler Christian Academy



Dear Parents,

Welcome to the CCA Family! We are so excited to partner with you in your child's academic and spiritual journey. At Chandler Christian Academy, we strive to be an extension of your home. It is an honor for us to come along side of you to grow your child spiritually, socially, and academically. Our preschool program will allow your child to develop skill such as problem solving, respect for others, and conflict resolution, as well as, learning the foundational academics needed to be ready for Kindergarten. Biblical principles will be integrated throughout their learning experience so that they will grow in their knowledge of who God is. We want your child to know just how amazing God is and how much He loves them!

You can be confident your child will receive a superior experience at Chandler Christian Academy. Our preschool program is state licensed and we are members of the Association of Christian Schools International. We use a Bible Based curriculum with a blend of other resources to provide the best educational experience for your child. Your child will also participate in chapel and some on campus field trips. It's going to be a great year!

This handbook will provide you with detailed information regarding our preschool program. Please feel free to contact me or the school office if you have any questions or concerns.

Thank you again for choosing CCA! We are so thankful you are here!

Ashley Melton
Preschool Director

Chandler Christian Academy

Preschool Handbook

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Chandler Christian Academy reserves the right to revise policies, procedures and the contents of any of its handbooks at any time, as deemed necessary.

MISSION STATEMENT

“To equip and train future leadership academically, socially, and spiritually, through the power of the Holy Spirit, to love God and others so that the world will see and know God’s glory.”

VISION STATEMENT

“Educate for the Future/Equip for Eternity”

STATEMENT OF PURPOSE

Chandler Christian Academy exists to provide a quality Christian and academic education for children. We strive to meet the needs of all students by providing a teaching and learning environment that is totally Christian, and by providing those required subjects that are taught at the appropriate grade level. Our students are presented with an integrated view of life with all its possibilities and challenges, thus enabling them to wisely use their acquired knowledge as they meet the perplexities of modern life. A child’s training in early years is essential to the establishment of good habits of study, conduct, attitudes, ideals, honesty, loyalty, self-satisfaction, self-worth, discipline of character, obedience to and reverence for God and established authority.

A Christian school does not take the place of the home, but rather it is an extension of the training program begun in the home. Parents are accountable to God for the spiritual, intellectual and moral growth of their children.

The purpose for Chandler Christian Academy is to provide spiritual and academic excellence in an environment that will fully equip each child in knowledge, attitude and action in order to live a fruitful Christian life. Within the structures of such a challenging task, our students are taught academic standards in content areas such as reading, writing and math. Learning begins in preschool with the introduction of developmentally age appropriate activities and continues as children are prepared for the next step in their learning. The emphasis is placed on learning by doing. Students are also taught discipline, belief in God and a love for people and country.

Parents choosing to enroll their children in Chandler Christian Academy must be in total agreement with and supportive of this Statement of Purpose.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that the basic foundation for a Christian education is in the Word of God and that the Scriptures are the source of all knowledge. John 14:6 reads, “I am the Way, the Truth and the Life.” The true aim is to give glory to God. We also believe that all scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction and for instruction in righteousness (II Timothy 3:16).

We believe that it is a God-given privilege for parents and teachers to be able to “train up a child in the way he should go,” to instruct him in righteousness, to provide an education that will include and reflect the important Christian principles we believe and hold in common with others of like faith.

This philosophy affects the curriculum, the methods of teaching, the teacher, disciplinary procedures and personal interrelationships of all persons involved with the school, thus setting the atmosphere for the entire school environment.

This philosophy is designed to develop the individual child spiritually, mentally, socially, physically, and culturally just as Christ grew in stature, wisdom, knowledge and favor with God and man. Our students are taught to develop according to these principles as preparation for leading well-balanced lives.

CHANDLER CHRISTIAN ACADEMY PRESCHOOL PHILOSOPHY

Chandler Christian Academy believes in a preschool program that is "age-appropriate." This means that our program is well balanced. We believe that preschool children learn by exploration and discovery, and that hands-on activities are a must. We also firmly believe that preschoolers benefit from a time of structured learning. This includes written work as they are taught self-control and listening skills. We believe that the teacher establishes the boundaries and the children have freedom within those boundaries. We are proud that our preschool students leave us well prepared for kindergarten, socially, academically, physically and spiritually.

- We believe the young learner is more than just a brain but is a whole child with mental, social, emotional, spiritual and physical elements.
- Therefore, we focus not only on the mental/academic component of a child but try to understand and engage the whole child in the process of learning.
- We believe that learning is most successful when it involves hands-on activities that use as many senses as possible because young children learn through their senses.
- Therefore, the children are encouraged to be active learners as they touch, see, hear, taste and smell in fun, playful activities that promote serious learning. Research shows that the paper and pencil method is the least effective way to help young children really understand. Early childhood educators do have success when they use music, games, play, art, creative imagination, experiments, pictures, books and other sensory methods to help children experience and enjoy learning!
- We believe a young child learns best in developmentally appropriate steps that build a strong foundation for future learning.
- Therefore, we begin teaching by assessing where the child is in his or her understanding and development. We begin there, adding knowledge in developmentally appropriate steps, being careful not to skip important steps along the way.
- We believe that each child is unique and special, with his or her own God-given timetable for development.
- Therefore, we nurture each child as an individual. We try to understand what motivates each one, how each one learns best and how to help each child experience success. In a classroom with children naturally at different stages and levels of development, each child needs to feel valued and able to find success at their level of development.

- We believe individual children learn in different ways.
- Therefore, we purposely use a wide variety of teaching methods and styles to try to help all the students be successful learners.
- We believe the attitude of the teacher and staff greatly affects the atmosphere in the class.
- Therefore, the teachers and staff strive to be positive, patient and fair. The teachers and staff endeavor to model respect, kindness and sensitivity and encourage these characteristics in each student.
- We believe that helping a young child learn self-control will be an important key to the child's success in school, in relationships with others and in life general.
- Therefore, we teach the children to listen and follow directions. We teach the children to show respect for the staff, school property and others.
- We believe education should work in partnership with the child's family.
- Therefore, we respectfully and sincerely encourage family participation and effective communication between home and school.

STATEMENT OF FAITH

- We believe the Bible to be directly inspired by God. It is the only infallible, free from all error, authoritative Word of God. (I Timothy 3:16, II Peter 1:20-21, I Corinthians 2:10-13)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19-20, John 14:16, Psalms 2:6-9, I Corinthians 12:4-6, Matthew 3:16-17, Genesis 1:26)
- We believe man was created by a direct act of God. (Genesis 1:26-27, Genesis 2:18)
- We believe in the Deity of the Lord Jesus Christ. (John 1:1-5, 14 & 34, John 6:69, Matthew 1:20-23, Luke 1:31-33, Romans 1:3-4, Ephesians 1:2-23)
- We believe in the virgin birth. (Matthew 1:23, Isaiah 7:14)
- We believe in His sinless life. (Hebrews 1:9, 7:14)
- We believe in His death on the cross to save from sin all who will believe. (Matthew 26, 27 & 28, Galatians 3:13, I Corinthians 5:7, I Peter 1:18)
- We believe in His miracles. (Luke 4:18, Acts 2:22)
- We believe in His ascension to the Father's right hand. (Luke 24:51, Acts 1:9)
- We believe in His personal return in power and glory. (John 14:1-6, I Thessalonians 1:7-10, Matthew 25:31, Titus 2:13, I John 3:2, Acts 1:11)
- We believe all have sinned and sin leads to condemnation. (Romans 3:23, Romans 6:23, Galatians 3:22)

- We believe Jesus Christ died for all mankind, but that only those who repent and believe are saved. (James 3:14-17, Romans 8:32, I Timothy 2:6)
- We believe that for a person to have his sins forgiven, he must believe and trust in the Lord Jesus Christ as his personal Savior. (Romans 6:23, Galatians 3:22)
- We believe that salvation is by the grace of God, not by any works or good deeds of men. (Ephesians 2:8-9, Galatians 2:16, Romans 4:4-5)
- We believe in the present ministry of the Holy Spirit who lives in the born-again Christian and enables him to lead a godly life. (John 16:7-15, Ephesians 1:13-14)
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are not saved unto the resurrection of eternal separation from God. (Romans 6:6, John 11:25, I Peter 1:3, Luke 15:19-31, I Corinthians 6:14)
- We believe that biblical marriage is limited to a covenant relationship between a man and a woman. (Romans 1:21-27, 1 Corinthians 6:9-20)

At Chandler Christian Academy we encourage families and teachers use the Matthew 18 policy which requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in orderly fashion, moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

THE MATTHEW 18 PRINCIPLE AT CCA

A Christian school is made up of people- parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.*" (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18, Jesus gives His formula for solving person-to-person problems. It is called "the Matthew 18 principle" (for solving school problems). The following are the words of Jesus:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church." (Matthew 18: 15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

- 1. Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "*With their*

mouths the godless destroy their neighbors, but through knowledge the righteous escape.”(Proverbs 11:9, NIV).

2. **Keep the circle small.** *"If your brother or sister sins, go and point out their fault, just between the two of you..."* The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. **The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.**
3. **Be straightforward.** *"Point out their fault."* Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says *"Faithful are the wounds of a friend..."* (Proverbs 27:6).
4. **Be forgiving.** *"If they listen to you, you have won them over."* This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion. In the rare case that this result does not occur, the following steps should be taken:
5. **The parent and teacher should agree to share the matter with the school administrator.** At this stage the counsel of Jesus would be *"take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'".* Both parent and teacher should communicate their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to people problems, and the procedure we follow at Chandler Christian Academy.

PRESCHOOL ADMISSION POLICIES

REQUIREMENTS FOR ADMISSION:

1. Birth date requirement met
2. Application packet completed
3. Registration fee paid
4. Birth certificate provided
5. Immunization record up-to-date
6. Statement of understanding & support for the purpose, philosophy and policies of Chandler Christian Academy signed
7. Child must be completely toilet trained

Enrollment is open to all preschool age children in the community. An attitude of Christian humility and cooperation by students and parents in support of policies, principles and their enforcement is required. Administration shall make the determination as to what constitutes adherence to and violation of school policies and principles. As a private school, CCA reserves the right to refuse admittance, suspend or expel any student who violates policies of Chandler Christian Academy as stated in the Handbook or in any other document.

Children who are physically handicapped or emotionally disturbed shall not be accepted, unless it is determined that:

- a) There will be no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- b) The preschool is able to meet the needs of the child.

Chandler Christian Academy does not discriminate on the basis of race, color, nationality or ethnic origin in administration of admission policies, tuition assistance programs, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

BIRTHDATE REQUIREMENT FOR ENROLLMENT

--A child must be three years old by August 31st to enter the Beginners Class.

--A child must be four years old by August 31st to enter the Pre-K4 Class.

--A child must be 5 years old by December 31st to enter the KinderBridge Class.

ARIZONA IMMUNIZATIONS LAW

Arizona state law requires that **VERIFIABLE DOCUMENTATION OF IMMUNIZATION** be provided before a student is registered and admitted to Chandler Christian Academy. This documentation must show the date and type of each dose administered OR laboratory evidence of immunity for Polio, DPT, HIB, Mumps, Measles and Rubella. Parental recall of dates and types of immunizations received will not be accepted.

Any student not complying with this Arizona law, or any student failing to comply with the established schedule of immunizations, will not be admitted or will face possible suspension until compliance is reached.

“ACCIDENT” POLICY

Chandler Christian Academy is not licensed for children who are not toilet trained. Therefore, **every child must be completely toilet trained in order to be enrolled and remain enrolled at CCA.** One of the very first things we talk about in preschool is where the restrooms are located. We provide regular opportunities in our daily schedule for all the children to go to the restroom and the children are assured that they may use the restroom whenever they need to. Our restroom facilities are small, “child-sized” and easy to use. In such a child friendly environment, each child is expected to be able to tell the teacher when he or she needs to use the restroom. Each child is also expected to handle the process of using the restroom independently. In order to be prepared for an unexpected “accident,” each preschool child will need to keep a “just-in-case” change of clothes (socks, underwear, shirt, shorts/pants, in a large resealable bag with the child’s name on the bag) at school. Most children never need their change of clothes and they will be returned at the end of the year.

PRESCHOOL HOURS

Classes begin..... 8:45 a.m.
Dismissal..... 11:30 a.m.

EXTENDED CARE HOURS

Extended Care is available before and after preschool hours from 7:00 a.m. – 6:00 p.m. Preschool students who arrive before 8:30 a.m. will be under the care and supervision of Extended Care personnel and will be charged an Extended Care fee.

SCHOOL OFFICE HOURS

Our school office hours are from 8:15 a.m. to 4:00 p.m. Monday through Friday.

DEVOTIONS

Each day from 8:00-8:15 a.m. teachers and staff meet for a time of devotions and prayer. Please make arrangements to meet with a teacher other than this time of day so they can keep their commitment to this important time with the Lord.

PRESCHOOL CURRICULUM

Our preschool curriculum goals are integrated into the curriculum through weekly themes. It is planned carefully to encourage the children to be active learners as they use their five senses in fun, playful activities that promote serious learning.

The curriculum includes the use of manipulatives, movement, music, art, games, play, pretend, experiments, pictures and other fun sensory methods to experience and enjoy learning! Because children learn differently, the teachers use a wide variety of methods and activities. Each day includes a balance of group and individual activities, inside and outside activities, teacher and child directed activities and active and quiet times.

The children learn a Bible story each week and also learn Bible verses throughout the year. The Bible is an integrated and important part of the curriculum.

PRESCHOOL CURRICULUM GOALS

Spiritual:

1. To provide a loving, Christian example for the children to follow.
2. To encourage a love for God and for the Bible.
3. To help the children learn that God loves them and will always hear their prayers.

Social:

1. To help children learn to work and play cooperatively.
2. To encourage feelings of mutual respect and tolerance of individual differences among people.
3. To help children communicate constructively with other children and adults.

Emotional:

1. To help each child develop confidence and good self-esteem.
2. To make the children's first school experiences positive and successful.
3. To encourage self-control and self-discipline.

Physical:

1. To encourage the development of large and fine muscle control.
2. To encourage eye-hand coordination.
3. To promote healthy habits (exercise, eating healthy foods, hand washing, regular visits to the doctor/dentist, etc.).

Mental:

1. To help children learn about themselves and their world.
2. To encourage the development of memory, concentration, problem solving and questioning.
3. To encourage listening skills and hearing discrimination.

PRESCHOOL PROGRESS REPORTS

Written progress reports will be sent home quarterly. We believe that communication between home and school ensures success. Parents are encouraged to communicate with their child's Preschool teacher at any time during the year about their child's progress.

PRESCHOOL REPORT CARDS

Age-appropriate Preschool report cards are issued during the 2nd & 4th quarters. At the end of the 1st quarter a **Parent/Teacher Conference with at least one parent is required.**

BEHAVIOR MANAGEMENT/DISCIPLINE

We use positive behavior modification to teach children acceptable behavior and inner control. We take into consideration the child's age, intellectual development, emotional makeup and past experiences when managing behavior. Behavior management is always handled in a positive, caring and calm manner.

Children will be encouraged to redirect their actions in a constructive manner throughout their daily activities. If the child is in need of time away from the group, he/she will be

given the opportunity to take a seat in the “thinking chair” and recompose him/herself. This cooling off period (not to exceed one minute per year of his/her age) will be followed by a review with a teacher of appropriate behavioral expectations.

SCHOOL-WIDE RULES

1. Be kind. Don't hurt anyone.
2. Play and work safely.
3. Respect the teacher, assistants and other staff.
4. Follow the classroom and playground rules.
5. WALK to and from classes.
6. Chewing gum is not permitted on campus.

CAUSES FOR IMMEDIATE SUSPENSION

- Verbal or physical abuse of staff or other children.
- Leaving campus without permission.
- Any violent or threatening action or behavior.
- Any action deemed inappropriate by the administrator.

ABOUT TOYS

We ask that all Chandler Christian Academy children please leave their toys at home. Each child will have opportunities to share his/her treasures at Show and Tell. The Show and Tell schedule will be determined by the teacher.

PETS AND ANIMALS

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good natured, well-mannered pets can become agitated by so many people, and react with unexpected hurtful behavior. Safety is our primary concern.

Some teachers may allow pets to be brought to the classroom for Show & Tell when arrangements have been made in advance. This assures a smaller number of students who can be prepared to deal with pets safely. You will have to show proof of current immunization for rabies for each cat or dog.

PRESCHOOL CLOTHING

IN GENERAL all clothing should be comfortable, modest, age-appropriate and durable. Suitable clothing for play is important.

ATHLETIC SHOES that fully enclose the foot and are worn with socks are strongly recommended because they are easy to run in, are safe for playing on the playground equipment and protect little toes. Velcro fasteners are preferred. SANDALS must have a back strap to keep the sandals safely on the feet and help children walk and run safely without tripping, especially in an emergency. SHOES with high heels are not allowed.

SUNGLASSES AND HATS may be worn outdoor only.

SHORTS must be worn under girls' dresses and skirts.

Using the restroom can be very difficult in some clothing (body-suits/leotards, overalls, belts, etc.). Clothing should be easy enough for young children to manage by themselves

when using the restroom. Children's names should be on the inside of all clothing that might be removed at school, such as jackets, sweaters, hats, etc. Hairstyles must be neat and clean. If a student comes to school dressed inappropriately, parents will be notified.

SIGNING IN AND OUT

Licensing regulations require that you sign both first and last name on the sign –in sheet. **If a time is not recorded on the Sign In and Out sheet, the account will be charged for the entire day.**

PICKING UP YOUR CHILD

A child will only be released to the people on the Permission-to-Pick-Up Form or with written permission given to the staff from a parent.

If a parent wishes to make a change to the Permission-to-Pick-Up Form, it is necessary to do so in person, in the school office.

If the staff does not recognize the person who arrives to pick up a child, the staff will check the Permission-to-Pick-Up Form and require picture identification, such as a driver's license.

TRANSITION FROM PRESCHOOL TO EXTENDED CARE

The preschool teachers will open their doors at 11:30am and dismiss the children to their parents. **The teacher then takes the remaining children to Extended Care.** The child's account will be charged an Extended Care fee, \$5.00 per hour, charged in one-hour increments, beginning at the end of preschool.

PARENTS ON CAMPUS

Chandler Christian Academy has an open door policy. This is your school, you are welcome here. For security reasons we ask all non-staff to check in-and-out at the reception center before observing in a classroom. You will receive a visitors' badge to wear while you are on campus. Thank you in advance for your cooperation.

PARENT PARTICIPATION REQUIREMENT/FEE

Chandler Christian Academy families are required to participate in school activities. This requirement helps to keep tuition costs down and helps to foster involvement among families. The yearly requirement is twelve (12) hours per family. If the participation hours are not met, the family will be charged the participation fee of \$10 per hour not completed.

Examples include, but are not limited to:

School Activities:

- Help in classroom
- Wash preschool nap mats
- Auction Committee
- Christmas Concert set up



Volunteer hours need to be RECORDED in the parent participation book in the reception center when they are completed. Attending PTF meetings and assisting with PTF activities help build the school community.

MEDICATION

Because of insurance, liability mandates, and state law, students may not bring medication of any kind to school and administer it to themselves. **ALL MEDICATION MUST BE BROUGHT TO THE ADMINISTRATION BUILDING** in the original container. A medication form must be filled out and signed before medication can be administered.

MEDICAL & EMERGENCY INFORMATION

Parents will be notified when a child has a temperature over 100.0 degrees and will be asked to remove the child from school. In order to keep the spread of disease and absences to a minimum, do not send children to school with "low grade" fevers. Children must be "fever free" for 24 hours before they will be admitted to class. If a child should become ill or injured at school, a member of the staff will notify the parents. For this reason, it is imperative that we have accurate up-to-date phone numbers and addresses on file in the school office. Even though we do have a health coordinator and staff who are certified in CPR and First Aid, in the event of a medical problem or injury that is severe or life-threatening, 911 will be called.

For the protection of the health and well being of all children and staff, the following rules must be adhered to in regard to sick children.

- **Fever:** A child with a fever is to be excluded until fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever may not return to school the following day.
- **Vomiting:** A child may return to school 24 hours after the last episode.
- **Colds:** A cold's symptoms are described as an irritated throat, watery discharge from the nose, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early, runny stage of the cold. A green discharge can signal infection. A child may return to school after 24 hours of medication.
- **Conjunctivitis Bacterial (Pink Eye):** Your child may return to school after antibiotic treatment has begun and eye ooze has stopped. Viral: May return with doctor's note that the child is no longer contagious.
- **Head Lice:** We have a strict no-nit policy. No child may be present while there are any nits present in his or her hair. If a case of lice is discovered at home, please report it to the school. We will keep details of reports and incidents confidential, but we do need to alert parents about them. Discovery of lice requires that the child be sent home and treated. All nits must be removed before the child can return. Upon their return, the child's scalp will be inspected by a staff member.

INSURANCE

Chandler Christian Academy carries liability insurance as required by the state. Students are included for coverage under a Student Accident Policy issued to Chandler Christian Academy by Brotherhood Insurance Company. In the event of an on campus accident, the student's health insurance is primary coverage and the above accident policy is secondary.

PESTICIDE APPLICATION PROCEDURES

Parents will be notified 72 hours in advance of pesticide application. A notice will be posted on the front doors.

GENERAL PRESCHOOL INFORMATION

ATTENDANCE / TARDINESS

Regular and prompt attendance creates a stable environment for your child to learn, make friends, get used to classroom expectations and to feel positive about school. State regulations require that CCA keep records of attendance. **If your child is unable to attend, please call the school attendance line.** Tardiness to class is to be avoided as it causes disruption to the class and to the student's composure, thus getting the day off to a bad start. Promptness sets the tone for the entire day.

TRANSPORTATION

Chandler Christian Academy does not provide transportation services to its students. Parents are responsible to provide transportation to and from school for their child.

PRESCHOOL CHILD TO ADULT RATIO

Arizona State Requirement:

<i>Age Group</i>	<i>Staff: Children</i>
3 year old children-	1:13
4 year old children-	1:15
5 year old children-	1:20

NEWSLETTERS and COMMUNICATION

Each Preschool teacher will send home a monthly newsletter to inform their students' families about school activities and special days. There will be other letters and memos from the teacher or the school office as needed. Please check your child's backpack every day for important information.

PRESCHOOL CHAPEL and PROGRAMS

Preschool students have a scheduled chapel twice a month to worship the Lord together. They can bring their offering that will be collected and given to support various mission projects. Parents and guests are invited to attend. Under the direction of the Preschool teachers, the Preschool children present an evening Christmas program.

PRESCHOOL SPECIAL EVENTS

Chandler Christian Academy is committed to providing children with a variety of developmentally appropriate activities. Special events will be offered throughout the year (only CCA students may participate).

Special events will be:

- Relevant and age appropriate for children
- Extended within the classroom curriculum
- Approved by the Administration

PRESCHOOL SNACKS

Chandler Christian Academy provides nutritious, age-appropriate snack for each Preschool child's class. Monthly snack menus are posted in the classrooms. Please note food allergies on the blue card in the registration packet.

BIRTHDAY/CELEBRATIONS

We enjoy celebrating your child's birthday with a very simple, store bought snack. Please contact your child's teacher in advance to plan for this.

DAILY SCHEDULE AND LESSON PLANS

Daily schedules and lesson plans are posted in every classroom. Children find security and comfort in following a schedule and knowing what to expect next.

The daily schedule is planned very carefully, taking into account attention spans, the need for variety, the need for one activity to prepare for the next and the need to coordinate classroom schedules. Daily schedules include time to learn in small groups called learning centers, time to learn in a larger group as a whole class, time to be inside as well as outside, time for a special project, time to sing, time for books, time to play and time for a snack.

Lesson plans are age-appropriate, keeping in mind that young children learn best through activities that engage as many of the child's five senses as possible.

SCHOOL BOARD

Chandler Christian Academy is governed by the school board, which also includes the CCA Administrator and the PTF President. Board meetings are open to interested parents the first 15 minutes of each meeting for citizen's comments. To address the Board, the speaker must present his/her topic in writing to either the Administrator or the Board Chairman one week prior to the Board meeting. The opinions and concerns expressed must reflect only those of the speaker.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)

A.C.S.I. is a strong national and international organization of Christian Schools with headquarters in Colorado Springs, CO. The purpose of A.C.S.I. is to give guidance to its membership schools. Chandler Christian Academy is a member of ACSI and participates in various activities for both students and teachers.

ARIZONA DEPARTMENT OF HEALTH SERVICES

Chandler Christian Academy and Extended Care is licensed and regulated by the Arizona Department of Health Services, School office of Childcare Licensure (150 North 18th Ave., Phoenix, AZ 85007, 602-364-2539). Inspection reports are available upon request.

EXTENDED CARE INFORMATION

Chandler Christian Academy is proud to offer a quality Extended Care program for the students of CCA who need care before and after school. We believe that Extended Care is an accurate description of what is provided by our **dedicated, caring, trained and experienced staff**. The Extended Care program offers a variety of age-appropriate

activities that serve to **continue or extend what has begun in school.** Special emphasis is placed on the opportunity to have fun together and build friendships. **The CCA Extended Care Program promotes spiritual, social, emotional, mental and physical development in a loving Christian environment.**

At the beginning of the day and at the close of the day, when we have few children, we may have a multi-age group of children. But usually, throughout the day, the children are separated according to age, in their own areas, with their own Extended Care staff and a program designed for their ages.

BREAKFAST

Breakfast bars are available from 7:00-7:30 a.m. for Extended Care children who have not already had breakfast at home.

LUNCH

School lunches are available daily to extended care children. School lunch orders are due on Wednesday the week before. Each child will be offered a free serving of milk. If a school lunch has not been pre-ordered, a lunch from HOME must be provided. CCA uses a variety of vendors for our lunch program, please see our website: **CCA.asionyx.com** to order or for more details contact the lunch coordinator. Families who order lunches online may pay at time of order with PayPal™ or will be billed on their monthly tuition statement. If the lunch account is not paid in full after 45 days, the lunch program will not allow access to order lunches. If your child is not picked up by 12:00pm and does not have a lunch, a sack lunch and a serving of milk will be given to him/her and the child's account will be charged \$5.00. No microwavable foods are allowed. **Please note food allergies on the blue card in the registration packet.**

SNACK

Children who are in Extended Care at mid-morning or mid-afternoon are served a nutritious, age-appropriate snack. Monthly snack menus are posted. **Please note food allergies on the blue card in the registration packet.**

PERSONAL BELONGINGS

All children who attend the Extended Care program need a backpack/book bag with their name on it. Parents should double check to make sure their child takes this backpack/book bag home and brings it back every day.

NAPTIME

The Beginner students will take a nap between 1:00 p.m. and 2:45 p.m. Children can bring a stuffed toy or "cuddly" from home to sleep with. It must remain in their backpack until nap time. Hard plastic toys, trucks, and action figures are not considered appropriate sleep toys. Before naptime, each child is asked to use the restroom. As the children lay down, the Extended Care teacher will play soft, restful music. If you must pick up your child during naptime, please do so very quietly so you don't disturb the sleeping children!

BEHAVIOR MANAGEMENT

The children who stay for Extended Care are expected to follow the CCA School-Wide Rules (refer to page 10).

EXTRACURRICULAR PROGRAMS OFFERED

We offer a variety of Extracurricular Programs at Chandler Christian Academy for example: Dance, Sports Program, Computer, Speech Therapy. For more information contact the school office.

FINANCIAL INFORMATION

INITIAL TUITION FEE:

The initial tuition fee must be paid when application forms are received in the school office. It is non-refundable and non-transferable. The fee covers: accident insurance, books, administrative costs, and membership in the Association of Christian Schools International.

TUITION/EXTENDED CARE PAYMENTS:

All monthly tuition and Extended Care payments are due on the first of the month and are late after the tenth of the month. A \$50.00 late charge will be added to all unpaid balances on the eleventh of each month. Students may be dismissed from Chandler Christian Academy for lack of payment after the account is one month in arrears. According to current government regulations, tuition payments are not tax deductible. Please save your statements as this is the only Extended Care tax information you will receive. There will be a \$15.00 charge for year-end Extended Care statement requests, with a two-week processing time.

DONATIONS:

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Chandler Christian Academy. All gifts are tax deductible. **FEDERAL I.D. NUMBER: 320265411**

SIGNING IN AND OUT

All extended care children must be admitted and released with a legible signature, first and last name, of an authorized adult and the time of arrival/departure. **If a time is not recorded on the Sign In and Out sheet the account will be charged for the entire day.** Extended care fees will be charged for times before 8:30am and after 11:30am for all preschool.

FINANCIAL COMMITMENTS

July 2018 – May 2019

****Based on July to May Payment Schedule***

CLASS	INITIAL TUITION	TUITION (YEARLY) <small>Includes Initial tuition</small>	TUITION (MONTHLY)*
Pre-School: Beginners**	\$150.00	\$2,585.00	\$235.00*
2 day (T/Th)	\$150.00	\$3,762.00	\$342.00*
3 day (M,W,F)			
Pre-School: PK4***	\$150.00	\$3,762.00	\$342.00*
3 Day (M/W/F) (AM or PM)	\$150.00	\$5,060.00	\$460.00*
5 Day (M-F) (AM or PM)			
Pre-School: KinderBridge****	\$150.00	\$3,762.00	\$342.00*
3 Day (M,W,F)	\$150.00	\$5,060.00	\$460.00*
5 Day (M-F)			
Kindergarten (Full Day)	\$300.00	\$7,183.00	\$653.00*
Grades 1- 5	\$300.00	\$7,183.00	\$653.00*
Grades 6-8	\$300.00	\$7,414.00	\$674.00*
Age Requirements: **age 3 by August 31 ***age 4 by August 31 ****age 5 before December 31			
The "Initial Tuition" is used for curriculum, classroom supplies (K-8 students will purchase their student supplies), and secures your spot in a class. <ul style="list-style-type: none"> • ACSTO funds may be applied to cover the Initial Tuition for K-8th grade. • K-8 Students who register for the 2018-19 school year by January 31, 2018 will pay only \$200.00 for their Initial Tuition (discount of \$100.00). Additional Fees: <ul style="list-style-type: none"> • Kindergarten Graduation Fee - \$50.00 • 8th Grade Graduation Fee - \$50.00 • Non-refundable Assessment/Testing Fee for all new students, K-8 - \$50.00 Extended Care Fee (Preschool – 8 th Grade): \$5.00 per hour, per child Note: Extended care late fee for after 6:00 p.m. pick-up is \$1.00 per minute.			

POLICY USING CREDIT CARDS

****CCA will only accept VISA and Mastercard.****

There will be a 2% charge to use Mastercard or Visa to cover the school's processing fees.

WITHDRAWAL PROCEDURES:

If a student is withdrawn from school for any reason, a **TWO-WEEK written advance notice** must be given to the school office. If this notice is not given, accounts will be charged in full for the month in question. If a student is withdrawn for any reason, no refund of the initial tuition fee will be made.

REFUND POLICY:

No refund will be made in case of absence from school due to illness or other reason. The school expenses continue whether a student is present or absent. Tuition refunds will be made for withdrawals when the school has received two weeks advanced notice.

EXTENDED CARE PROGRAM FEES

Preschool students who arrive before 8:30 a.m. will be under the care and supervision of extended care personnel and will be charged an extended care fee. If a student is not picked up promptly at the end of preschool, the child will again be under the care and supervision of Extended Care personnel and will be charged an Extended Care fee. Extended care fees will be billed on your monthly tuition statement. **The Extended Care Program fee is \$5.00 per hour, per child. The fee will be charged in one-hour increments. Parents: Please be advised there is a late charge of \$1.00 per minute per child for children picked up after the 6:00pm closing time.**

CCA Family Directory

A family directory will be available in the fall. The directory should not be used for business purposes.

Pledges



American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty, and justice for all.

Christian Flag

I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty to all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

19620 S. McQueen Rd.
Chandler, AZ 85286
P. (480) 899-9197

www.chandlerchristianacademy.org