



COMPASS
CHRISTIAN PRESCHOOL



2011-2012

PARENT HANDBOOK

CONTACT

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COMPASSPRESCHOOL.COM

PHILOSOPHY AND GOALS

CCP serves as a Christian outreach ministry of Compass Christian Church by providing quality early childhood education in a safe and loving Christian environment. Our goal is to instill a love of learning and to partner with parents in teaching children about the joy of following Jesus. We strive to help each individual child grow spiritually, emotionally, physically, socially and intellectually.

ACCREDITATION

You have chosen an early childhood program for your child that is licensed by The State of Texas and accredited by the National Association for the Education of Young Children, (NAEYC). NAEYC is the nation's largest organization of early childhood educators. Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study. In addition they have invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and been found to be in substantial compliance with the criteria. The criteria can be found on NAEYC's Web site at www.naeyc.org/accreditation.

As a licensed program in the State of Texas we are required to note that CCP is designated as a gang-free zone under Texas House Bill 2086. In addition, guns, knives and any other weapons are not allowed in the preschool. If you are a law enforcement official who wears a gun as part of your uniform then you are an exception. The complete explanation is posted on the CCP board in the Aquarium.

ENROLLMENT REQUIREMENTS

Compass Christian Preschool holds an in-house registration and an open registration. The in-house registration is exclusively for students currently enrolled, Compass Christian Church Members and siblings of former or currently enrolled students. Open registration is for those students new to the program and continues as long as space is available. Classes are always contingent upon reaching a minimum number of enrollees.

Each child is required to have a completed enrollment packet which includes: child information records, a current immunization record and a health form, a list of special needs or any other information which may be necessary to meet the needs of both the children and the preschool.

Compass Christian Preschool admits students of any race, color or ethnic origin. All rights, privileges, programs and activities are available to all students in the school. We do not discriminate on the basis of race, color or ethnic origin in the administration of our policies and programs.

TUITION

Tuition: ALL tuition payments are due on the 1st of each month. If your tuition is not received by the 6th of each month, a late fee of \$5 per day will be applied. We understand that the 1st of each month sometimes falls on a weekend or on a day we are not in school; please mark your calendar and plan accordingly. For your convenience, tuition may be paid online with the use of a credit card. Please visit our website for instructions and note that a 3% service fee will apply on all credit card transactions. Questions regarding tuition should be directed to our assistant director of finance, Lindy Pappas 817-796-5123 Ext. 248.

Payment by Check: Checks must be made payable to Compass Christian Preschool or CCP. Please include your child's name on the check. For your convenience, check payments are to be dropped in the CCP mail drop located on the wall in the preschool hallway. (Please do not place checks in an envelope.)

Credit Card Payments: Credit card payments may be made on the CCP website. Please click on the Tuition Payments tab and follow the instructions. (A 3% service fee will apply on all credit card transactions.)

Cash Payments: Cash payments must be processed with two CCP office staff members. Please do not place cash payments in the mail drop slot.

Multiple Child Discount: Families with two or more children in the program receive a \$50.00 per month discount for the second and third child.

Late Fees: A late fee of \$5.00 per day will be applied if your tuition is not paid by the 6th of each month. There is also a \$35.00 charge for returned check or denied credit card payment.

Student Withdrawals: CCP requires a 30-day notice prior to the end of the current month for all student withdrawals. If notice is not given, you will be charged tuition for the following month. Refunds are not given for vacations, illness or bad weather. If you experience a financial emergency, please contact the director as soon as possible.

COMMUNICATION

Class News

Teachers will communicate through weekly teacher emails, monthly school emails, class newsletters and calendars. The administrative team will also communicate through emails and letters as needed. In addition, parents will receive product recall updates on a regular basis.

Parent Questions and Concerns

Parents are asked to direct their questions or concerns to their child's teacher first. If the question or concern is not answered, please contact the director or assistant director. CCP has an open door policy and parents are free to visit at any time to observe their child and the CCP program without prior approval. Parents may review the most recent Licensing report posted in the Aquarium area.

SCREENING AND ASSESSMENT

Purpose

Screening and assessment are an integral part of high quality early care and education programs. The purposes of the screening and assessments are multiple: One purpose is to learn about the development, interests and needs of each child which can then inform appropriate individualized teaching strategies that extend enhance and guide each child's learning and continued development. A second purpose is to detect early signs of delay in development and/or the need for further assessment, referral or early intervention. A third is to improve curriculum and teaching practices which contribute to overall program improvement.

The Screening and Assessment Instruments

Several screening and assessment instruments are used: Pre-Referral Early Childhood Behavior Checklist (academic, social, personal adjustment) Hawthorne Educational Services, Inc., PLS-5 (preschool language scale), DAYC Developmental Assessment of Young Children (cognitive, communication, social-emotional, physical development, and adaptive behavior), Preschool Evaluation Form (birth-35 months; 36-72 months) Hawthorne Educational Services, Inc.; Gesell Developmental Observation; informal assessment tools.

Screening and Assessment Schedule for Administration

A portfolio is also kept for each child which shows individual strengths and accomplishments. The portfolio for each child contains work samples, an academic skills checklist, and anecdotal records, which identify and demonstrate strengths and accomplishments.

Our teachers assess the children throughout the day as they naturally move through their schedule. Teachers observe children in groups and individually and use the information to set goals for the children to better support the classroom and individual growth. Each child has a file that contains samples of the children's work, documentation on who they like to play with, their interests and what they find challenging. Families have ongoing opportunities to share observations from home that contribute to the assessment process. The teachers use this information to take into account family values, culture, identity and home language. Each teacher documents observations in their own way such as recording anecdotes, taking photographs, and collecting samples of the children's work. A more structured assessment is also administered towards the end of the school year. Compass Christian Preschool maintains confidentiality and respects each family's right to privacy. Families are assured that all individual records, assessments and documents pertaining to their child are kept in a locked file cabinet and/ or a locked room. Only staff having direct access to the child may view the child's records. There is a form that the parents may sign that gives permission for Compass Christian Preschool to release information to an outside agency.

Referrals

The teaching staff conducts initial screening and curricula-based assessment. If we suspect that a child has a developmental delay or other special need this information is communicated to the parents. We are blessed to have an assessment specialist on staff to help with observations and further testing if necessary. The assessment specialist assists parents with referrals to outside agencies and school district programs. The preschool maintains lists of resources that can be shared with any parent that would like information about organizations or people that provide early intervention. Referral Process The referral process is outlined below:

1. The teacher completes the Pre-Referral Early Childhood Behavior Checklist (indicators of academic progress, social relationships, and personal adjustment).
2. The teacher attaches information gathered from parents.
3. The teacher will also attach a statement of concern to the pre-referral form. (I.e. The child seems to mispronounce many words).
4. An observation will be scheduled.
5. After the observation, a staffing with the teacher will be held to develop a plan for the child. One of the directors will be included if it is deemed necessary. The assessment specialist will contact the parent to explain the plan or obtain permission for further screening. The parents may be involved in the development of the plan.
6. If there is further screening, information will be shared with the parents. Resources will be provided to maximize the child's success or assistance will be given if a referral to an outside agency is necessary.

Parental Involvement

It is expected that parents and teachers will work collaboratively and in a mutually supportive fashion to ensure that the child is able to take full advantage of the services offered.

Communication with Parents

In the fall, informal phone conferences are held with each child's parents to discuss the screenings and assessments as well as the overall progress of the child. In the spring, formal conferences are held. On-going during the year, the staff works with the parents to determine which assessments are best for their child with sensitivity to family culture and language. During the spring conference, written summaries are provided to parents.

Vision, Hearing and Speech Screening

The Texas Department of Protective and Regulatory Services requires that all children who have reached their fourth birthday be vision and hearing screened. We have a service come in and perform screenings for vision, hearing and speech. These screenings are provided for a fee. Your child's pediatrician can do the vision and hearing screenings during his four-year-old well check. Speech screenings are not done at a well checkup. You may have all three screenings done or just pick the screenings you would like done. These screenings are totally optional and are provided for your convenience.

DAILY SCHEDULE

The following activities are typically included every day in our preschool program. The order and activities change throughout the year.

- Opening Time - Welcome, hand washing, small group activities led by teachers.
- Center Time - Children choose from a variety of activities including; art, writing, manipulatives, blocks, dramatic play, science, sensory table and reading.
- Circle Time - Songs, stories, finger plays, dramatization, introduction of theme/topic/project. This activity is led by the classroom teacher.
- Snack - A snack that meets NAEYC and state standards is provided each day. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves.
- Outside/Large Motor Play - Children have opportunities for large motor, social development and cognitive development. The children play indoors and outdoors daily as weather permits.
- Lunch Time - Children bring in lunch from home. The teachers provide parents with information about healthy lunches and serving sizes through out the school year. The teachers eat with the children to foster good manners and social skills. Children are encouraged to clean up after themselves
- Nap/Rest Time - All children in the program have rest or quiet time after they eat lunch. Children in the three-year-old and younger program bring in a nap mat to use during this time.
- Chapel/Music - Children in the one and two-year-old program have chapel once a week in the meeting area outside their classroom. Children in the three, four, and TK program have chapel once a week in the Garage. All children have music once a week.
- Closing Time - Time to review the day's activities and get ready to go home.

DISCIPLINE

Positive reinforcement and logical consequences is the foundation of our discipline policy. Limits and rules are established for the benefit of each child as a member of Compass Christian Preschool. A note will be sent home if your child is disciplined. Aggressive behavior will be dealt with in the following manner:

- Time out within the classroom or outside the large motor play area (one minute for every year of their age).
 - Time out in the director or assistant director's office.
- If a child is sent to the director or assistant director's office twice in one day they will be sent home the remainder of the day. Misbehavior will be discussed with the parents. If aggressive behavior becomes a chronic problem in the classroom, suspension from the program may be necessary. Parents will be informed by the director if this is a possibility. Aggressive behavior is defined as biting, hitting, kicking, pushing or other abusive behavior that is directed to other children or staff.

Timeouts are used sparingly and food is never withheld as a punishment.

INCLEMENT WEATHER

Compass Christian Preschool will follow GCISD for delayed starts or cancelled classes due to inclement weather. In addition, CCP follows the GCISD calendar for most major holidays. Please note that CCP starts two weeks after GCISD and ends two weeks before GCISD.

Fire Drills/Severe Weather Drills

The Texas Department of Protective and Regulatory Services requires each school to conduct monthly fire drills. The school is also required to conduct severe weather drills once every six months. Please refer to the emergency procedures listed in each classroom for details. We will evacuate to the far north side of the parking lot.

ILLNESSES

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists, and will not be accepted at Compass Christian Preschool:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea (even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc., or any other infectious diseases
- Common Cold
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo, or head lice
- Pinkeye or other eye infections (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Any communicable diseases
- Cloudy or green runny nose and/or persistent cough

We require that a child be free of fever (without medication), vomiting, and/or diarrhea for 24 hours before returning to school. When in doubt, please keep your child at home.

Please report any absences from school to the preschool office.

The preschool staff assumes that responsible parents will not send a child to school if he/she shows any signs of illness. This is not only for the protection of your own child, but also for the protection of the other children and staff.

If a child becomes ill during the day, a parent must come and pick the child up in a timely manner. Your emergency contact will be called if we are unable to locate you at home, work or on your cell phone.

MEDICAL EMERGENCIES

In the event of a medical emergency requiring 911 assistance, 911 and the parents will be called simultaneously. If the parent cannot be reached, CCP will secure any and all necessary emergency medical care for the child. (Please refer to the medical emergency page of your registration form).

In case of an accident or sudden illness, we will always try to:

- Contact the parents
- Contact the person(s) listed on the daily sign-out sheet
- Contact the person(s) listed as emergency numbers on the registration forms

PLEASE MAKE SURE THAT ALL NUMBERS ARE KEPT UPDATED AND THAT THESE PEOPLE ARE AWARE THAT THEY WILL BE CALLED AND EXPECTED TO PICK UP YOUR CHILD. IF A CONTACT PERSON'S NAME AND NUMBER ARE LEFT, PLEASE MAKE SURE THAT HE/SHE IS AWARE OF THE POLICY SO THAT HE/SHE WILL NOT BE UPSET WHEN CALLED.

The parent or person dropping off each child must sign the child in and designate where they (or another responsible adult) can be reached for the day.

MEDICATIONS

We do not dispense medications at Compass Christian Preschool without consent from the director or assistant director. We will not dispense antibiotics, cough or cold medication. If your child is taking these cough or cold medications they need to stay home. The following medications can be kept at school once a parent fills out the appropriate paperwork.

- Diaper Rash Cream
- Teething Gel
- Asthma Inhalers
- Epi Pens and emergency doses of Benadryl

If your child has any allergies, we must have written information explaining the allergies and types of reactions. Any medication sent to school must be carried by the parent to the preschool office in its original labeled container. The parents will be required to fill out a medication form with dosage and time of needed administration. **No medications will be given out without a form signed by the parent.** All asthma kits must also be brought directly to the preschool office by the parent.

MEDICATION REQUIREMENTS:

- All medicine must be in the original container and labeled with the child's name.
- If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the school.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.
- The parent has to sign an authorization form and include the dates and times for the center to administer the medication and these directions must follow the label directions. These forms are available in the preschool office.

ENVIRONMENTAL HEALTH AND PEST CONTROL POLICY

The Preschool facility and outdoor play areas are entirely smoke-free. The program maintains facilities so they are free from harmful animals, insect pests and poisonous plants. In the event pesticides and herbicides are used they are applied according to the manufacturer's instructions. They are used when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

WATER ACTIVITIES

Children at CCP will have the opportunity to play by hand in a water table in their classrooms and outside. The state requires parents to give permission for this activity on the initial enrollment form.

ANIMALS

Pets are not allowed at the preschool on a regular basis. In the event we have a pet visiting a classroom notification will be given to the parents. ALL animals visiting the preschool must be fully immunized and suitable for contact with children as documented by a licensed veterinarian, animal shelter or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals. Reptiles, including turtles, may not be classroom pets due the risk of salmonella infection.

STARTING SCHOOL

All belongings should be clearly marked with your child's name. Please dress your child in play clothes and shoes. Do not send your child to school in boots, sandals, crocs or flip flops. Bring in at least one additional change of clothing (top, bottom, underwear and socks) in case of an accident. In the cooler months, send a coat to school with your child.

Children who are not fully potty trained will need to come to school in a DIAPER. No pull-ups please. If your child is in the middle of potty training make sure you share this information with the teachers. We will do everything possible to promote potty training at preschool. Children in the three, four, and transitional kindergarten classes must be fully potty trained. This includes being able to wipe themselves as needed. Children will need to bring to school the following on a daily basis:

Younger Ones

Labeled disposable diapers, two non-spill drinking cups with lids (no juice boxes), lunch consisting of finger foods (no pudding, applesauce or yogurt), two changes of clothing, nap mat, crib sheet and blanket.

Older Ones and Twos

Labeled disposable diapers, two non-spill drinking cups with lids (no juice boxes), lunch consisting of finger foods (no pudding, applesauce or yogurt), two changes of clothing, nap mat and blanket.

Threes

Change of clothing, nap mat, blanket and lunch.

Fours

Change of clothing and lunch.

Transitional K

Change of clothing and lunch.

CLASSROOM ASSIGNMENTS

Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs will be best met. While we do accept input from parents about room assignments, the Director, Assistant Director and Teachers will make the final decision based on what is best for the child, other children, teachers and the school.

LUNCHES & SNACKS

A lunch should be brought from home consisting of nutritious finger foods that can be served with little assistance, such as sandwiches, cheese cubes, fruit, etc. Please send in any utensils that will be needed, a drink and a napkin. Your child's teacher will discuss nutritious lunches at parent orientation. Handouts showing proper nutrition will be given out to all the parents at this meeting. Candy and carbonated beverages are strongly discouraged. Water will be made available for the children who do not bring a drink. We ask that you do not bring any red juices. Please be sure your child's name is on his lunch box, thermos, and all containers. Our classrooms are "nut free" for the safety of some of our students. Please do not send foods with nut products in them. We are unable to serve lunches that need to be assembled or heated. Children in the one and two-year-old program will need to bring two drinks (in two sippy cups with lids). When packing lunches and bringing in snacks please make sure hot dogs, grapes, meats or cheeses are smaller than one half inch.

Snack time is a very important part of our day at CCP. Parents are asked to sign up on a voluntary basis to bring a nut-free, healthy snack several times throughout the school year. Your child's teacher will give you a list of healthy snack suggestions and a sign-up sheet. Your child's birthday is always a great time to provide a snack for the class.

*NAEYC requires all snacks to be fresh fruits or vegetables or store-bought items such as nut-free snack crackers or cookies.

RELATIONSHIPS

Staff members share the following values as a guide for interactions among staff members, between staff and children and between staff and parents.

We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.

We support each other by regular communication, recognizing effort and accomplishments and proactive conflict resolution.

We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences as well as what we have in common. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act.

PARENT INVOLVEMENT

Classroom visits are always welcome. We have many volunteer opportunities for our parents as well. Some of the many ways in which parents can become involved in the preschool include:

- Sharing cultures and family traditions
- Being the room parent, working with the teacher on parties/events
- Assisting with classroom activities
- Sharing a craft, collection, or treasure
- Sharing career and work experiences
- Saving materials and "stuff" for school projects
- Preparing materials at home (cutting, stapling, sewing)
- Volunteering for church/school events

PAC (PARENT ADVISORY COMMITTEE)

The Parent Advisory Committee is made up of parents of current preschool students. The PAC committee meets the last Thursday of the month 4 times a year. This committee is lead by a President who oversees the Homeroom Parents, gives direction for the Christmas Party and Valentine Party and plans Staff Appreciation which is held the last week of March.

The PAC meetings consist of an opening prayer, information on upcoming activities, a mini-parent workshop and a list of upcoming dates handed out.

President's duties and responsibilities:

- Ensure and maintain the direction of the committee.
- Help define, coordinate and administer tasks of the group.
- Serve as contact for homeroom parents and CCP Staff.
- Attend PAC meetings
- Work closely with the Assistant Director of the preschool

Arrival and Departure of Children

Children should be dropped off between 9:00am and 9:10am. The State requires parents to sign their child in and out every day. Please leave a phone number where you can be reached throughout the day in case your child becomes ill or has an emergency.

ALTERNATE PICK-UP

If another person is going to pick up your child at the end of the day, his/her name must appear on your child's authorization list. The person picking up the child will need to present their driver's license to the office before the child is released from the preschool. There will be no exceptions to this policy.

Children are to be picked up between 1:50pm and 2:00pm. There is a late fee policy in effect for children who are picked up after 2:00pm. Parents will be charged a late fee of \$1.00 per minute that they are late.

The north door will remain locked for security reasons between 9:30am and 1:30pm. If you wish to enter the facility between these times please use the doors located on the south end of the building. You will need to check in with the preschool office.

If there is someone who is not allowed to pick up your child due to legal proceedings, please notify the director immediately. The office will need to retain documentation concerning this matter.

TRANSPORTATION

Compass Christian Preschool does not provide transportation for students. In an emergency, we will call 911 for transportation to a local hospital.

FIELD TRIPS

In the fall, the 3s, 4s and TK children visit the Pumpkin Patch located at Hall Johnson and Pool Roads. The Colleyville Police Department assists us in getting our students across the street safely. The Transitional Kindergarten Class may schedule additional field trips where parents will be asked to drive their children to and from the field trip and stay to assist with supervision of the event.

ANNUAL PARENT AND STAFF SURVEY

Parents and staff are asked to complete a survey at the end of each year. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year. A copy of the report is made available to all parents and staff with suggested recommendations and improvements.

HELPFUL HINTS FOR PARENTS

Most children are pleased about starting school. Children pick up on our feelings, so be positive and reassuring to your child about starting school. Do not tell the child how much fun you will have while he is at school; explain that while he is doing his job, you are doing yours. Create a normal routine at home the first few days of school. Honestly answer all questions the child asks about school. Make sure your child gets enough sleep the night before a school day. 10 to 12 hours is the average amount of sleep for a preschool age child.

We suggest that you begin a "wake up" routine with your child two to three weeks prior to the first day of school. This will get your child accustomed to the new morning routine and will help him or her have an appetite for breakfast.

When you bring your child to school, you are bringing him/her to a teacher who knows and understands children. Place your child in her hands, assure him/her that you will return and leave promptly. Most children make better adjustments to the group these first days if the parent is not present.

It cannot be overemphasized that prompt arrival, regular attendance (unless the child is ill) and picking up your child on time is important to the establishment of future habits of regularity.

If you have any questions or concerns please talk to your child's teacher first. If your question or concern is not answered, contact the director or assistant director of the school. We are all here to make sure that you and your child have a rewarding preschool experience.

REPORTING ABUSE OR NEGLECT OF CHILDREN

To report an emergency, call 911. To report child abuse or neglect call 1-800-252-5400 or use our secure website: www.txabusehotline.org. You may also contact the local Department of Family and Protective Services at (817)321-8623.

