



PARENT'S HANDBOOK

School Year 2022-2023

COMMUNITY CHRISTIAN SCHOOL

A Ministry of
COMMUNITY UNITED METHODIST CHURCH
309 College Avenue
Fruitland Park, Florida 34731

352-787-1830 - School

352-787-1829 - Church

INTRODUCTION

Community Christian School is a ministry of Community United Methodist Church. The purpose of the school is to introduce children to the love of Jesus Christ and to further the education and Christian growth of the children of the community.

Community Christian School is committed to the developmental needs of the young child and encourages growth in all areas: physical, emotional, intellectual, and spiritual, in a continuous and interrelated process, and in a caring manner. Since play is the "work" of children and the foundation of a good preschool, we recognize its value for young children.

You and your child are about to begin a wonderful and exciting experience. Your child will be busy with lots of exciting activities such as building, reading, singing, dress up, and many other daily experiences. Together, we can make this a rewarding and positive experience for your child. We are excited about working with you and your child. It is important for you to keep your child's teacher informed about any changes in your child's circumstances that would better help us as your child care provider. Working together, we can have an exciting year as partners for learning.

Our school is a happy place where a child will learn to live and play with other children of their own age. Our classes stress learning through play and socialization through a wealth of "hands on" activities. Time for art, music, outdoor play, story time, and group activities are part of each days' program. Individual attention is a real concern of our teachers and is motivated by Christian love in an intimate, small school atmosphere. We strive to provide each child with a foundation which furthers learning and where a maturing faith can grow.

We are committed to our Lord to conduct all school activities in a Christian manner so that our example will be a true asset to the children.

COMMUNITY CHRISTIAN SCHOOL STAFF

School Director - Jill Flohr
Three Year Olds - Beth White
Three Year Olds - Cathy Munson
Four Year Olds - Eileen Snook

PRESCHOOL ADVISORY COMMITTEE

Judy Bell - Chairperson

PRESCHOOL ADVISORY COMMITTEE

The policies and rules of the School are established by the Preschool Advisory Committee (PAC). The PAC meets bi-monthly and all meetings are open to all parents of the preschool and members of Community UMC. The time and date of the meetings will be announced in the monthly newsletter. The By-Laws of Community Christian School calls for one voting member of the PAC to be a parent of a child attending the School. If you wish to be considered for this position, please discuss it with the Director.

PARENT-TEACHER ORGANIZATION

At the request of parents and/or teachers, a Parent-Teacher Organization may be formed.

PARENT COMPLAINT PROCEDURE

1. Issues involving the class or the teacher should be discussed with the teacher first. Make an appointment with the teacher or call after hours instead of trying to discuss the issue when picking up or dropping off your child. If the issue is not resolved, contact the Director. If still not resolved, contact the Chairperson (or Vice Chairperson) of the Preschool Advisory Committee. (Refer to last page)
2. Issues involving the Director should be discussed with the Director first. If the issue is not resolved contact the Chairperson (or Vice Chairperson) of the Preschool Advisory Committee.

CURRICULUM POLICY

The curriculum selected will focus on basic Christian orientation and will be compatible with the Church Sunday School program and doctrines and teachings of the United Methodist Church.

EMPLOYEE BACKGROUND CHECK

As a condition of employment, all School employees are required to undergo a background check to determine if there is any past history of misconduct.

REGISTRATION AND FEES

A NON-REFUNDABLE registration fee for each class will be set by the Preschool Advisory Committee each year. This fee will accompany each application and will be payable to Community Christian School.

TUITION

Tuition for each class is set by the Preschool Advisory Committee. Tuition discounts of ten (10) percent of the total tuition are given to families with more than one child enrolled in the school during the same school year. All enrolled children of active Community United Methodist Church members shall receive a tuition discount of fifteen (15) percent.

Full tuition is due each month regardless of the number of days your child may be present. The first tuition payment will be due at the time of registration, and the last will be due May 1. Tuition is due on the first of each month beginning with August. Tuition will be late on the 7th of the month and a \$5.00 late fee is to be added to the tuition payment. If payment is not made, an additional \$5.00 shall be added on the 17th, 24th and 30th for a total of a \$20.00 late fee.

We do not send invoices or statements for tuition payments. Make all checks payable to Community Christian School and give them to your child's teacher or drop them off in the Director's office or the Drop Box by the front door. Enclose it in an envelope with the teacher's name on the front. Please list in detail on the check (or on a note if you send cash) exactly what your payment is for, such as: tuition, extended care, or supply fee.

In the months of December and May all accounts must be paid by the 7th - **no exceptions**. Tuition for August and December will be for the full amount. If tuition, late fee, and/or any bank fees due to returned checks are not received 45 days following the original due date, the child will be dismissed from the school unless arrangements have been made in advance with the director, due to extenuating circumstances. The Preschool Advisory Committee reserves the right to adjust the tuition if circumstances warrant.

Community Christian School Tuition and Fees for School Year 2022—2023

PRESCHOOL REGISTRATION: \$100.00.

Payable in advance and non-refundable

MONTHLY TUITION:

Three year olds - \$280.00

Four year olds - \$280.00

MID-YEAR SUPPLY FEE: Due on the day school resumes in January

\$50.00 for all students

ELIGIBILITY

We have two age levels: children who are three by September 1st and those who are four by September 1st.

EXTENDED SESSION

We do offer an extended session from 12:00 noon to 5:00 p.m., Monday through Friday. The cost for this is \$75.00 per week. Parents will need to pack their child a lunch. Please let your child's teacher know if they are staying for the extended time.

DROP OFF AND PICK-UP PROCEDURE

Parents should enter the parking lot by the south entrance and drop your child off by the south entrance doors. Please exit the parking lot by the north entrance.

Preschool dismissal is at 11:45 AM. Parents picking up their children will need to park their cars and pick up their children from the foyer area.

Car pool arrangements should be given to the Director. If you make different arrangements for someone to pick up who is not known to us or the child, please notify us in writing for the particular day or days.

If you have not arrived by 11:45 AM, a \$5.00 late fee will be charged unless you have made previous arrangements with the Director.

If your child stays for the extended session, please pick them up no later than 5:00 PM. A late fee of \$5.00 will be charged after 5:05 PM.

FIELD TRIPS

Classes will take occasional field trips. The Emergency Release Form, when completed, will give your child permission to go on all field trips for the school year. We will request parents to volunteer as drivers for our field trips.

BIRTHDAYS

Celebrating your child's birthday with a special treat is optional. You are welcome to provide a sweet treat like cake or cupcakes or healthier options like a tray of fruit, cheese, or veggies. Please make arrangements with the teacher if you decide to bring something for the class. Another suggestion to honor your child's birthday is for them to bring a gift to give to the classroom, such as: wooden blocks, music, books, games, etc. A gift to the school tuition scholarship fund would also be appropriate. This will help the children learn to give as well as receive.

CLOTHING

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our playground and provide clothing that is sturdy. Think of the cooler weather and dress your child in long pants rather than shorts or dresses. Provide sweaters and jackets even on the first sunny fall days. Think of your child's safety and provide sturdy, closed-toed and rubber soled footwear. Please, no sandals, jellies, flip-flops or boots.

PICTURES

Each year individual student pictures will be taken. A photographer will come to the school to take your child's picture. The photographs are reasonably priced and are of top quality.

SNACKS

Snacks are provided by the parents of Community Christian School. Each teacher will send home a snack schedule in August and January. Each parent is asked to provide snacks for their child's class for a week, possibly two to three times during the year. Please do not send chocolate candy or messy foods.

PACKED LUNCHES

If your child stays for extended care you will need to send a lunch with them. The lunches are refrigerated. It is very important that you pack your child a well-balanced meal, not too many sweets.

VISITATION

We welcome parents to visit their child's class at any time. Please make arrangements with your child's teacher.

HEALTH POLICY

It is the policy of the school to maintain good health practices. Florida law requires each child to have a current physical and immunization record. We must have a yellow school form filled out by a physician on file at the school. These are due before the start of school.

To keep our children as healthy as possible, please do not bring your child to school if they:

1. Are in the first three days of a cold.
2. Have had a fever above 100.4 degrees.
3. Have had vomiting or diarrhea within the last 24 hours.
4. Have a sore throat.
5. Have an unidentified rash.
6. Have a toothache.

HEALTH POLICY (continued)

Medication will not be given by any staff member. Exceptions will be made in extreme situations after proper forms have been completed.

No child will be admitted into the school or be permitted to remain if they have any known form of communicable disease, active or dormant. The Communicable Disease Policy is on page 8 of this handbook. In addition to our efforts at school, you can help your child stay healthy by making sure they get at least 10 hours of sleep at night, have a breakfast rich in protein, and have a nap in the afternoon.

DISCIPLINE POLICY

Discipline will always be administered with love. At no time will a teacher humiliate, frighten or physically reprimand a child. In general, corrective discipline is firm, fair, and consistent. It is designed to correct an unacceptable behavior pattern and be administered in such a way as to preserve the child's dignity. Discipline is not associated with food, rest or toileting. Corporal punishment is never used. Acceptable behavior will be continually reinforced in a positive manner. The two principle rules governing behavior are as follows:

1. Children must respect each other both physically and socially.
2. Children must respect property that belongs to the school or another person.

To avoid disciplining situations, we will:

1. Praise appropriate behavior.
2. Provide a loving and accepting atmosphere.
3. Recognize the capabilities of each child.
4. Anticipate and attempt to prevent problem situations.
5. Carefully explain to each child what is expected.

In the event of a problem, the teacher will immediately maintain eye-to-eye contact with the child, and discuss the problem. Continuation of the behavior will result in the following sequence as warranted:

1. Time out in a quiet area in the view of the teacher, not to exceed one minute per year of age. This gives the child time to think over their actions.
2. Conference with parents to ensure that the child is receiving reinforcement at home to correct unacceptable behavior.

We recognize that each child is different and needs to be disciplined according to their personality and character. We will strive to cooperate with parents concerning problems that are chronic. If all efforts fail, and a child still requires a disproportionate amount of the teachers' attention and is a disruption to the class, the parent may be asked to withdraw the child from school.

CHILD ABUSE

Child abuse and/or neglect will not be tolerated by Community United Methodist Church or the Community Christian School. Child abuse is defined as any non-accidental injury, sexual battery, financial or sexual exploitation or injury to the intellectual or psychological capacity of a child by the parents or other persons responsible for the child's welfare.

Suspected child abuse and/or neglect must be reported to:

1. The Florida Protective Services Systems toll free, 24 hour, abuse registry line: 1-800-962-2873. All calls may be made anonymously.
2. If the abuse is believed to be from a teacher or anyone on the School staff, it should also be reported immediately to the School Director: (352) 787-1830.
3. If the abuse is believed to be from the School Director, it should also be reported immediately to the Senior Pastor of Community United Methodist Church at (352) 787-1829.

SAMPLE DAILY SCHEDULE

8:45-9:00	Arrival
9:00-9:30	Table Play/Manipulatives
9:30-10:00	Teacher Directed Activity
10:00-10:30	Bathroom, wash hands, snack
10:30-11:00	Outdoor Activities
11:00-11:30	Circle Time/Activity Centers
11:30-11:45	Clean up, Bathroom
11:45	Preschool Dismissal

PLAY IS A CHILD'S TEXTBOOK, AND THROUGH IT - - - WE ARE LEARNING!

It looks like play, but we are learning to

- work and play together
- respect the rights of others
 - listen as well as speak
 - grow in self control
- participate in group activities
- share toys, equipment, and experiences
- listen to directions and follow them
 - develop good working habits
- grow from dependence to independence
 - finish what we start
 - clean up after work time
- enjoy using a variety of materials
- dramatize stories and experiences
 - develop an interest in books
- stay with plans for increasingly longer times
 - improve muscular coordination
- understand new words and be able to use them
- develop an interest in the world around us
 - experience God's love through caring teachers and parents

TOILET TRAINING POLICY

We understand how hard many of you work to toilet train your children. There is no magic age for training. Each child develops at their own pace. Although there are many different methods and opinions about toilet training, we at Community Christian School ultimately want each child to be successful in their training.

Occasionally there will be accidents. It's expected. But two or more accidents a week suggests that the child isn't fully trained and, potentially, this creates a health issue for other students and our staff.

A child will never be punished or belittled in any way for having an accident. It will always be handled in a loving and respectful manner. So, for reasons including health risks and cleanliness for all our children and teachers, we have a toilet training policy. While at the preschool, a child who is in the process of toilet training will have to wear a pull-up. Your child should be able to tell someone they need to use the toilet for urinating and bowel movements. If the parent chooses, underwear may put on over or under the pull-up. This preschool policy, which may be updated anytime, will be enforced during the current school year.

COMMUNICABLE DISEASE POLICY

The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A member of the school staff who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Director.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. This school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

QUESTIONS AND CONCERNS

If you have questions or concerns about the school or staff, please contact:

Jill Flohr, Director

Email: JillFlohrCCS@yahoo.com // Phone: (352) 787-1830

Judy Bell, Preschool Committee Chair

Rev. Kelly Smith, Senior Pastor

Email: kellywsmith.cumc@gmail.com // Church Phone: (352) 787-1829