



# Parent/Guardian Handbook

**Cross of Christ Preschool**

**11655 W. McMillan Rd.**

**Boise, ID 83713**

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**Preschool License: 074085L**

**Our Facility has been inspected by our state licensor and meets Idaho state law requirements.**

**Date: February 2024**

**Please feel free to contact us anytime you have questions or concerns about your child or our program.**

***Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14***

# Cross of Christ Evangelical Lutheran Church

Pastor Brad Snyder – [brad.snyder@cocidaho.org](mailto:brad.snyder@cocidaho.org)

Christian Education Pastor

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Christian Life Pastor

Pastor Kurt Wetzel – [kurt.wetzel@cocidaho.org](mailto:kurt.wetzel@cocidaho.org)

Mission Pastor

**We invite you to join us  
for worship anytime.**

## **Boise Campus**

Worship Services, Sundays at 8:30 & 11:00am

Adult Bible Class & Kids' Sunday School, Sundays at 9:45am

## **Nampa Campus**

Worship Service, Sundays at 9:30am

Adult Bible Class & Kids' Sunday School, Sundays at 10:45am

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## Welcome to Cross of Christ Preschool

Dear Parents/Guardians,

Our children are a very precious gift given and entrusted to us by our loving heavenly Father. Thank you for entrusting Cross of Christ with this gift. It is our honor to work with you to train your child to know the love of their Savior, Jesus Christ. The faculty of Cross of Christ Preschool along with the pastors, staff, Education Committee, and members of Cross of Christ Lutheran Church are dedicated to bringing you and your family God's Word in its truth and purity.

We view the Preschool to be an integral part of Cross of Christ Church ministry in hopes that it reaches out to the people of our community with God's Word. We provide a place where parents/guardians can send their children to be instructed in all subjects in accordance with God's Word each day. We are grateful to the Lord for the many blessings he has given to the ministry of the Preschool here at Cross of Christ. Cross of Christ Preschool is an arm of the outreach ministry of Cross of Christ Church. As such, it is in every way operated as a part of our ministry through the leadership of our church.

One of the keys to our educational program is the close working relationship between the preschool, the parents/guardians, and Cross of Christ Church. You and your child are very important to us. Working together with you, we see our preschool program is an extension of the home. We value open communication between the families and staff. We will work to establish relationships based on trust that will assure you and your family have a positive preschool experience this year. We are here to help. It is amazing to see what God can accomplish when all three entities of the group work together to look after the spiritual, physical, social, emotional, and academic needs of our children. It is our prayer that this close working relationship will continue, and many more families will hear the wonderful saving message of their Savior.

Our teaching is done from a Christian perspective. We share basic Bible truths and their application to daily living with the children through our core curriculum. We would like to lead the children to know and love Jesus and to make him a part of their daily lives.

In this Christian atmosphere your children are seen as unique and special gifts from God and are treated with love and respect. They will be cared for in a gentle and loving way by our dedicated staff. We seek to impart timeless Christian values and worldview to equip the students to face an ever-changing world. We will provide a high-quality educational experience based on sound pedagogical principles that meet or exceed state standards.

We are thankful to make Cross of Christ Preschool available to the families of our community. We want all the children to know and cherish how much Jesus loves them.

This handbook is a guide for you to better understand the way in which we carry out our ministry through the Preschool. Please read the information carefully so you will know what to expect throughout the year. The faculty and staff of Cross of Christ are looking forward to serving you and your child. May our Lord and Savior, who commanded us to feed his lambs, help us and guide us in carrying out this important and most rewarding work.

**Should you have any further questions, comments, or concerns please feel free to contact me via email:**  
[brad.snyder@cocidaho.org](mailto:brad.snyder@cocidaho.org)

In Christ's Service,  
**Brad Snyder**  
Christian Education Pastor

## **Our Mission Statement**

To teach children the wonderful blessing of being God's child through faith in Jesus as Savior, substitute, and sacrifice. This is accomplished by using God's law to show children need for a Savior, and God's gospel to show that Jesus, who loves them, is their Savior.

## **Statement of Belief**

Cross of Christ Preschool is an outreach mission of Cross of Christ Church. We are a congregation of the Wisconsin Evangelical Lutheran Synod (WELS). We do not claim to be the only saving church, but we do endeavor to preserve and pass on the truth as it is found in the Bible. Therefore, we believe, teach and confess:

- God created mankind and God is to determine how we are to live (Gen. 1 and 2);
- God is Triune, three persons in one God, beyond our understanding (1 Cor. 8:4; Mt. 28:19);
- We have failed to be what God wants and requires of us; therefore God has every right to punish us for our sins and failures (Rom. 3:10-11; 6:23);
- Though many try to gain God's favor by "good" lives and "good" works, God has made it clear no one will get to heaven by their accomplishments (Gal. 2:16; Jam. 2:10; Rom. 3:20);
- God is merciful and has sent his Son, Jesus Christ, to save us – not by telling us what to do – but by doing it for us (Heb. 7:26-27; Gal. 2:16; 2 Cor. 5:21);
- Jesus is both true God and true man in one person (Jn. 1:1-2, 14);
- When Jesus died, he paid the full price for the salvation of the world (1 Jn. 2:2);
- Jesus rose from the dead, a fact that assures us of both his divinity and our salvation (Rom. 1:4; Jn. 11:25-26);
- God gives the benefits of Jesus' life and death to us through faith (Rm. 3:28);
- The Holy Spirit works faith through the Word of God and the Sacraments of Baptism and the Lord's Supper (Rm. 10:17; 1 Pet. 3:21; Mt. 26:28);
- Love, trust and gratitude for saving us lead us to honor and praise God with God-pleasing lives (Titus 2:14; Psalm 100).

## **Curriculum Philosophy, Program Description and Implementation**

The Cross of Christ curriculum is centered on the Bible, the true Word of God. As such, everything we do seeks to be guided by what God has revealed to us in the Bible. The truths of his Word are the foundation of everything we teach. God has instructed all parents/guardians to raise their children according to his Word, and Cross of Christ is honored to assist and encourage parents/guardians with this responsibility.

Cross of Christ provides a program based on the current knowledge of child development and an understanding of each child's needs. Our program is based on High Scope Learning. High Scope is an "active learning" philosophy, focused on each individual child's strengths. This play-based and child-centered curriculum is grounded on early learning research, allowing children to explore, interact, and exercise their creative imagination through purposeful play. This type of learning style incorporates hands-on learning with higher academics, which will set our children up for success in kindergarten. 3- and 4-year-old children are developing by leaps and bounds every day. Therefore, we want to capitalize on this time by giving them many experiences, as well as language art skills, life skills, science exploration, social science skills and math concepts. We encourage them to do things on their own, be curious, and be excited about everything that is going on around them. We talk with them, asking them open-ended questions, and encouraging them to properly express their ideas and feelings. Cross of Christ strives to provide a safe and educational environment

that allows each child to develop to their full potential. To support this, we provide a variety of quality learning materials within a set schedule that gives the children the ability to feel good about themselves and others. The teachers and staff are positive role models so the children receive Christian guidance and observe Christian behavior. Cross of Christ seeks to encourage children to become life-long learners using their God-given talents.

Regarding children who have special needs, we treat them with the same respect and love as all other children. We will work hard to give them the best quality education possible. Together with you, we will develop a plan that will help them as well as other children to succeed.

## **Goals**

Cross of Christ will:

- Be Christ-centered through all programs and activities
- Serve the families in our community by providing a quality education
- Provide new learning experiences that allow children to develop academically to their full potential
- Maintain a competent and dedicated staff, while keeping a 9:1 student/teacher ratio

## **Objectives**

Cross of Christ provides the following for each child:

### **Spiritual Development**

- Daily opportunities to hear and apply God's Word as it is taught in its truth and purity
- The ability to nurture and strengthen the faith of each child
- Systematic and thorough instruction in God's Word
- The ability to teach all secular subjects in the light of God's Word
- To help children realize their need for God's love
- A platform to teach children that Jesus is their personal Savior
- Opportunities for children to see themselves as part of God's family
- The feeling of security in God's love and care
- Help to develop a child's sense of trust
- Ways to respond to God's love through their thoughts, words, and actions

### **Intellectual Development**

- An educational experience in a Christian environment which provides age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness
- The ability to continue to develop language usage and understanding
- The ability to develop focus and self-regulation
- The means to complete tasks begun
- Ways to help children use problem-solving skills
- Guidance of the children to initiate his/her own activities
- Assistance with developing pre-reading skills such as:
  - Visual discrimination
  - Auditory discrimination
  - Understanding of symbols
  - Love of and interest in books

### **Physical Development**

- Daily opportunities to develop large and small motor skills
- Assistance with developing hand-eye and foot/eye coordination skills

- Assistance with developing the ability to have awareness of his/her own body
- Provide children with support to achieve balance and control

### **Social Development**

- Daily opportunities to develop social skills based upon Christ-Centered, God-pleasing principles of love and concern for each other's safety and well-being
- The ability for children to learn to play, work, and communicate with peers and adults
- Aide in helping children adjust to group situations
- Assistance in accepting others even though they may be different than self
- Help for children to develop a sense of community
- Assistance in accepting changes in routines and environment

### **Emotional Development**

- An atmosphere in which each child can feel accepted as a child of God
- Encouragement for each child to express his or her feelings and opinions
- Opportunity for children to develop a positive self-image
- Opportunities for children to be able to freely take risks and be comfortable with making mistakes
- An atmosphere of security and trust
- Children with independence and self-responsibility
- Ways for children to channel emotions into appropriate and acceptable outlets

### **Creative Development**

- Daily opportunities to develop self-expression through art, music and movement, play, exploration, and problem-solving
- Opportunities to view himself/herself as a unique individual created and valued by God
- Ways to express ideas in their own unique way
- A means to be free to create artistically using a variety of media
- Ways for children to develop their God-given talents and abilities

Our classes are taught by a certified teacher in a loving Christ-centered environment. Our teacher is assisted by classroom aides.

### **Home Visits**

To help each student to be comfortable with the Teacher and to help the Teacher be familiar with each family, every effort will be made for the Teacher to visit with the child in his/her home environment prior to the beginning of the school year. This will aid the Teacher to establish a rapport with both the child and the parents under comfortable and familiar surroundings.



## **Non-discrimination, Anti-Bias and Bullying**

Cross of Christ is an equal opportunity preschool for all staff, parents/guardians, and children. At our preschool, we will not discriminate based on race, creed, color, national origin, sex, gender, sexual orientation, age, religion, ability, marital status, veteran's status, class, socio-economic status, differing physical or mental abilities, use of a trained dog or service animal by a child or family member or communication and learning style. We strive to comply with Idaho law requirements and the ADA.

### **Anti-Bias and Bullying**

No form of bias or bullying will be tolerated at any time by anyone. God has made each of us unique children of God and we should be celebrated as such. Bias and bullying are learned behaviors in children. We as a staff will work hard through our actions, curriculum methods, and trainings to foster an environment in our classrooms of love, respect, and celebration of our differences and backgrounds.

As Jesus stated in Matthew 19:14, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

## **Parent/Guardian Involvement**

To have a successful preschool experience for each child, we believe it is important for parents/guardians and teachers to work together. Parents/Guardians and teachers are expected to support and encourage one another. If you have questions, comments, or concerns, please discuss them outside of the regular preschool hours. If a problem arises, parents/guardians and teachers are to follow the course of action described by Jesus in Matthew 18:15-16, "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.'" Parents/Guardians and teachers are to discuss issues privately. If the problem(s) persists after speaking with the teachers, parents/guardians are to inform the Director or Christian Education Pastor of the situation. The Director or Christian Education Pastor will provide additional assistance in resolving the matter as appropriate. If the problem is still not resolved, the concern may be brought to the Education Committee. The Committee, with God's guidance, will discuss the matter and attempt to arrive at a God-pleasing solution.

We encourage active parent/guardian and teacher relationships by providing daily opportunities for parent/guardian and teacher interaction. We believe it is important for parents/guardians to be involved and aware of what is happening at preschool.

### **To make your child's preschool experience the best possible, please:**

- Sign your child in and out
- Let the teacher know when something at home may affect your child's behavior at preschool
- Watch for field trip announcements
- Watch for special occasion sign-up sheets
- Call in before 8:00 am if your child will not be at preschool that day
- Make tuition payments on time
- Keep all information and forms up to date

### **Parents/Guardians are encouraged to participate as volunteers in the following ways:**

- Assist in class activities and field trips
- Help with preschool programs
- Donate quality toys and books that are no longer used (Please consult Teacher or Director prior to

bringing in items)

- Use your talents to improve our program and facility
- Help maintain the facility
- Donate art materials: Paper towel tubes, paper plates, buttons, tacky glue, yarn, lunch size paper bags, Ziploc bags, play dough, paint
- Cutting out lamination or materials for projects
- Reading to the children from time-to-time
- Helping wash and disinfect classroom toys on a regular basis
- Using your areas of expertise to come into the classroom and do a mini lesson with the children (example: woodworking, leather, sewing, etc.)

## **Center Qualifications**

### **Center License**

Cross of Christ is licensed by the State of Idaho Department of Health and Welfare. **Our License # 074085L**

### **Staff Qualifications**

The Director and teachers are all highly qualified and very loving. All staff satisfy Codes and Regulations and are trained in Pediatric CPR and First Aid, Food Borne illness, blood borne illness and much more. This includes being well trained in areas of preventative health and safety practices. Each member of the teaching staff brings a wealth of education and experience to their jobs. Our teachers make it a priority to understand the development of young children. Each teacher is aware of unique differences in children and will provide an appropriate educational experience for each child according to his/her needs. In this way, we can provide a program that reflects the developmental level of each child, enriching the child's life with valuable educational experiences.

### **Ratios**

At Cross of Christ we will maintain 9:1 teacher to child ratios.

# Preschool Programs offered

## Fee Schedule for 2024-2025

### Class Schedule and Tuition Information

Early Registration opens **February 15**

Open Registration opens **March 1<sup>st</sup>**

Preschool families may choose any combination of full or half day classes, with a (2) minimum.

All **full** day classes begin at 9:00 AM and end at 3:30 PM

All **morning** classes begin at 9:00 AM and end at 12:00 PM

All **afternoon** classes begin at 12:30 PM and end at 3:30 PM

No. of classes attending	Full Day*	Half Day
2	\$305 per mo.	\$165 per mo.
	\$2608 per yr.	\$1411 per yr.
	(\$2745 after 9/1)	(\$1485 after 9/1)
3	\$431 per mo.	\$233 per mo.
	\$3685 per yr.	\$1992 per yr.
	(\$3879 after 9/1)	(\$2097 after 9/1)
4	\$535 per mo.	\$289 per mo.
	\$4574 per yr.	\$2471 per yr.
	(\$4815 after 9/1)	(\$2601 after 9/1)
5	\$625 per mo.	\$338 per mo.
	\$5344 per yr.	\$2890 per yr.
	(\$5625 after 9/1)	(\$3042 after 9/1)

*\*A "rest time" is provided for full-day students during the afternoon session.*

## School Closures

Our school year runs from Labor Day through the end of May with school vacations running in accordance with the West Ada School District. The Preschool will remain open on West Ada School District "In-Service" and early release days. School will also be closed the week of Thanksgiving. A school year calendar will be provided.

In cases of inclement weather, we will follow West Ada School District for closing. This closure will not be made up if only one class period is canceled. In the event of additional closures, a make-up class may be considered on an "as needed" basis. In the event of an emergency closing, parents will be contacted by phone in attempt to make sure all are aware.

Our Preschool will follow the West Ada school district academic calendar. We will be closed the following Federal Holidays and other days as spelled out on the yearly calendar. All closure days have been figured into your tuition rate and therefore will not be refunded. In the case of an emergency, you will be notified of the closure and the reason for the closure 2 days prior to the closure unless the emergency does not permit. All holidays will be observed on the day or the day closest to the actual day. If Saturday, then on Friday and if Sunday, then on Monday. Please see the Preschool Calendar for exact dates.

- Veterans Day
- Thanksgiving Day and day after
- Christmas week – New Year’s Day as spelled out on the yearly calendar
- MLK Jr. Day
- Presidents Day
- Memorial Day
- Easter Break - spelled out on calendar

## **Religious and Cultural Activities**

We are a Lutheran Preschool that follows the teaching of the Bible. Daily, your child will be taught a Bible story from the Bible along with simple age-appropriate Bible songs, memory verses, and art projects. Sometimes these lessons will be taught in the church chapel.

We will have a special chapel devotion twice each week. These special chapel devotion days are open to all family members who would like to come and spend a few moments together with their child learning a short lesson about God’s Word and reviewing all the things they’re learning in Preschool that week.

When holidays (religious ones as well) are celebrated, they will be celebrated in a fashion that does not go against what the Bible teaches. We want to celebrate all the children’s cultures when possible but want to do it in a way that is in keeping with what our church believes and is age-appropriate. Artwork throughout the week will be displayed in the classroom and in the hallway when possible.

Children love to sing and share with others what they have learned. They will have opportunities to sing during Sunday church services throughout the year and are highly encouraged to attend. The preschool children also participate in an annual Christmas program before the Christmas break. We try to ensure every child has a specific part and costume in the program as they will all play a vital role in the retelling of the Christmas story. A singing schedule and date for the Christmas program will be added to the yearly calendar.

## **Admission, Enrollment and Registration**

Cross of Christ Preschool is an outreach arm of Cross of Christ Church. Cross of Christ is a Christian preschool and strives to apply and communicate God’s love in all programs, activities, and educational philosophies.

### **Non-Discriminatory Policy**

Cross of Christ admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Preschool. It does not discriminate based on gender, race, color, or national/ethnic origin in administration of its educational policies, admissions policies, activities, or other preschool administered programs. To this end, we have a no bullying and anti-bias policy as well. At our Preschool, we want all children to be treated with love and respect. Therefore, our education is based on teaching and learning principles that are designed to increase

understanding of differences and to actively challenge bias, stereotyping, and all forms of discrimination. We incorporate an inclusive curriculum that reflects diverse experiences and perspectives, instructional methods that advance learning, and strategies to create and maintain safe and respectful learning communities.

All children are encouraged to participate in Christian devotional activities, Bible stories, prayers, and songs. Periodically, the preschool children will have the opportunity to sing Christian songs during worship services at Cross of Christ Church, as well as participate in programs. If you have another church home, we certainly do not want to take you away from your services there. We simply provide these opportunities to let the children lift up their voices and talents to the Lord as a collective class.

### **Admittance Requirements and Registration**

All enrollment forms must be completed and received prior to your child's first day. Most forms are available online and in the office. The non-refundable registration fee is due when the registration form is turned in. By doing this, your child's place in our program will be guaranteed and supplies will be purchased for your child.

You need to choose the scheduled program you would like your child to be enrolled in (Half-Day, Full-Day, and the number of days per week). The main preschool instructional program runs from 9:00 am to 12:00 pm. In the afternoon we will focus on reviewing the skills presented in the morning and working on other skills that may be lacking. All children in our Preschool will be taught in the light of God's Word according to the Bible. Cross of Christ Church is a member of the Wisconsin Evangelical Lutheran Synod.

Children will attend chapel in the church sanctuary on a weekly basis. Here they will learn about Christian values, beliefs, and teachings from Cross of Christ's Pastors, Staff Minister and Director. Children will also be encouraged to participate in and attend functions at Cross of Christ Church.

Parents/Guardians of transfer students must agree to bring their child to preschool for screening if the classroom teacher feels it is appropriate. This screening will assist the teacher in making appropriate changes to the student's curriculum. Prior to enrollment, the parent/legal guardian will meet with the Director for a brief orientation of our policies and procedures to include a tour of our facility. Parents/Guardians are encouraged to bring their child for a short visit before their first day of preschool.

### **Trial Period**

Sometimes it can take a while for a child to adjust to a new routine and environment, therefore, we will give a two-week trial period. This period will be used to observe your child's adjustment to the Center, routine, and others around them. During this time, we will be in regular contact with you on their progress or any concerns. If at the end of this period it is deemed that the child is still having trouble adjusting, it could be suggested that the child might be a better fit somewhere else. In this case a penalty would not be assessed for termination of service.

### **Registration Requirements**

Registration requirements are as follows:

- The child is three years old on or before September 1st of the current enrollment year for the appropriate class.
- You have verified that your child is preschool ready as described on page 20 in the Handbook.
- Completion of all forms

- Copy of current and up-to-date immunization records, including child's date of birth. Please refer to our Immunization Policy on page 14 of this Handbook for additional information regarding immunizations.
- Registration fee paid in full

Your registration form will be processed and you will be notified in a timely manner. The registration fee is non-refundable. A review of satisfactory placement shall be made during the first month of classes.

## **Children's Records**

The state of Idaho requires that Cross of Christ maintain up-to-date files on each child enrolled. Records that are kept in these files are confidential and must include the following:

- Child Care Registration
- Permission Authorization for field trips, transportation, photos and videos
- Identification and Emergency Information
- Child's Preadmission Health History
- Consent for Emergency Medical Treatment and medication authorization.
- Signed Handbook Agreement
- Tuition Agreement
- Idaho certificate of Immunization status (CIS) or Certificate of Exemption (COE)
- A plan for special or individual needs of a child, including allergies (if applicable)
- Copy of any court orders regarding child custody

All files need to be updated a minimum of annually, but more often when needed. Items that can change often and would need to be updated in the office the next day are:

- Those authorized to drop off or pick up your child
- Address – if moving
- Emergency contact person
- Phone number change
- Immunizations

## **Immunizations**

Idaho State Law (Idaho Code 39-1118) requires licensed childcare providers to keep immunization records on file for all children ages 4 months to 12 years, including provider's own children. Immunization records must include name of child, date of birth, and the day, month, and year of each immunization the child received. Immunization records must be provided before the child starts attendance at Cross of Christ Preschool. Children with immunizations missing, incomplete, or not up to date will be excluded from Cross of Christ Preschool until documentation of current immunizations is provided. Parents are responsible for providing current documentation each time the child completes a series.

### **EXEMPTIONS**

All children must be fully immunized or in the process of receiving state required immunizations prior to attending Cross of Christ Preschool, except for exemptions provide by law (Idaho Statute 39-4802).

## **Financial Payment, Policies, and Procedures**

*Please direct all financial questions to the Director or Office Manager*

## **Registration Fees**

All students pay a registration fee yearly that is non-refundable. There will be no discounts given on registration fees.

## **Financial Assistance**

Financial assistance will be given on a case-by-case basis and only when there is funding available to give and it is proven to be needed. Please see the Director or Christian Education Pastor if the need is great.

# **Tuition Fees**

## **Program Rates**

All program rates are located on the Tuition Rate Sheet. Your contract will specify your child's days and hours of care. Rates will be evaluated yearly.

## **Payments Due**

Parents/Guardians are required to pay for the time their child/ren are scheduled to be in care. In other words, parents/guardians are paying for a space regardless of the child's attendance. Monthly tuition fees are due by the 1st of each month and will be considered late by the 5th of each month. If an occasion were to arise which would not allow you to meet the 1<sup>st</sup> of the month payment, be sure to speak with the Director promptly. Tuition may be paid monthly or annually (5% discount on tuition if full year's payment is paid by the first day of school). A student shall remain in enrollment with current tuition payments. Tuition for late enrollees will be prorated for the month.

If a child is asked to withdraw from school for behavioral problems, prorated tuition for that month will be refunded. In the event a parent withdraws a child from school, the parent must give a 30-day written notice to apply the prepaid last month's tuition. There will not be a tuition refund for the current month. If a full year's tuition is paid, a refund will be issued for the following month through May.

For those choosing the monthly tuition option, tuition invoices will be sent out monthly. Payments can be made by check or money order, which should be made payable to Cross of Christ Preschool. Cash payments will not be accepted. There is a \$20.00 return check fee. We are licensed with the City of Boise; however, we are not certified to accept ICCP payments. The registration fee is non-refundable. In case of extended absences, tuition must be kept current in order to maintain the child's place on the roster.

## **First and Last Month's Tuition Policy**

For families choosing the monthly tuition payment option, payment for the first and last month's tuition must be paid on or before September 1st. For students enrolling after September 1st, current tuition and last month's tuition is due prior to starting school. Payment for the last month's tuition will be held as a credit throughout the school year and applied on May 1st.

## **Late Fees**

Preschool accounts are considered **PAST DUE** if no payment has been received by the 5<sup>th</sup> calendar day of the month. A late fee of \$10.00 will be charged to each past due account. If no arrangements have been made with the Director after two weeks, the Education Councilman has the right to refuse service until such time as tuition is paid in full. Cross of Christ Preschool does not wish to turn away a student due to tuition issues. Parents can avoid the above steps by making their needs known to the Director, Christian Education Pastor or Office Manager.

## **Late Pick-up**

Children who are picked up after their scheduled time (by 12:15 for half-day students and by 3:45 for full-day students) may have their account **charged \$10.00 for every 15 minutes late**, as Cross of Christ will be required to pay staff overtime for the delay. It is very important that you communicate with us in the event you are unable to pick up your child. Even then, it is at the discretion of the Director whether charges will be reduced or waived.

### **Multi-Child Discount**

A 10% discount on tuition will be given for each additional preschooler when a family enrolls multiple children. A family is defined as children with at least one common parent/guardian who reside together. The multi-child discount is applied to the child(ren) with the lower tuition rate.

### **Vacations and Student Absences**

Tuition covering periods of child absences for family vacations or other recreation will not be discounted, prorated, or refunded. Tuition covering periods of student absences (**greater than 20 consecutive school days**) due to extended student illness, medical recovery, or death of an immediate family member will be considered for discount or prorating. A note from a doctor may be required. When students are absent for greater than 10 days, you will be given the option to disenroll and then attempt to re-enroll upon return or continue to pay tuition to guarantee your spot.

### **Early Withdrawal Policy**

In the event that a parent withdraws a child from school prior to May, the last month's tuition will be applied to the last month of the child's attendance. Thirty (30) day written notice is needed to apply the tuition for the last month of enrollment. If thirty (30) day written notice is not given, the tuition may not be refunded. For families who have selected to pay in full, the reimbursable amount will be processed and mailed within thirty (30) days.

## **Confidentiality**

All records for your child are very important to us. We use these records to help us plan for your child's curriculum needs, the classroom setting, daily activities, and emergency situations. We want to know your child well, and these records paint a complete picture for us so that we can help them succeed. Since these records are specific to your child, we want to take the utmost care of them and keep them as confidential and secure as possible. You have the right to access your child's files at any time. Outside of you the parents/guardians and the Director, no one is allowed full access to your child's records. There will be times that the staff will need to see a part of your child's records to help with contact, medical, classroom placement, and other information in order to support your child's preschool experience. To release your child's enrollment records, you will need to provide us with written authorization stating who is to receive the information and on what date you would like the information to be released.

## **Sign-In and Sign-Out Procedures and Attendance Records**

For the safety and welfare of our students and staff, the church doors will be closed during school hours. Doors will be opened 15 minutes prior to the start/end of class and remain open 15 minutes after class has begun/ended. We ask you do not drop-off your child earlier than 15 minutes before class. If you need to access the building during the day, please utilize the west entrance as we keep the doors locked for preschoolers' safety, but have a buzz-in doorbell.

At drop-off, sign in your child and a teacher will meet your child and bring them into the classroom. Please pick-up your child promptly at the end of class. Children will be dismissed into the lobby. At pick-up, sign out



your child. If you need to bring other children with you to pick-up your child, please closely monitor their behavior, regardless of age.

Parent/guardian signatures and dates are extremely important for the safety of the children. Please be aware of the following:

- You need to come in when you first arrive in the morning to sign your child in and again when you pick your child up.
- Your signature in the morning acknowledges that your child is now our responsibility.
- Your signature in the afternoon acknowledges that your child is no longer our responsibility.
- In case of fire or disaster, it is the only record that your child is on the premises. We use the sign-in sheets to account for every child that is signed in. Without your signature, we have no quick reference that your child is in attendance that day.
- State Licensing requires that every child be signed in with a first and last name and date. When they inspect our facility, we can be cited for any child not signed in or out of the program. It is our responsibility to see that every parent/guardian understands the importance of the sign-in/out signature.
- If someone other than yourself is picking up or dropping off your child, please make them aware of this procedure as well.

Even though our church building is locked during class times, to further ensure the safety of your child, the classroom doors are locked. If there is a need to come to the classroom during class time, please check in with the front office.

Please notify the teacher when your child will be absent at the Preschool phone number (208-375-3992). Leave a voicemail if there is no answer. Parents are asked to report to the Director if an extended absence occurs. This allows the school to know the intent of the parents to keep the child enrolled as a student.

## **Pick-Up and Drop-off Procedures**

The transportation of the child to and from school is the sole responsibility of the parent. Written permission from the parent is necessary for any other person to pick up the child; this includes carpooling. Any change is important and must be noted.

To ensure the safety and care of your child while entering and leaving the Preschool:

- Park your car, turn off your engine and walk your child into the classroom.
- Please use the west side entrance for dropping off and picking up.
- Adults are asked to assist their child in going to the bathroom and washing their hands before leaving the child in the care of the teachers.
- Please arrange for the child's regular, prompt attendance when healthy.
- All children must be signed in and out of the facility with no exception. This is necessary for our accountability and your child's safety.
- Those picking up children must be at least 16 years of age to sign children out.
- The Director must be notified if anyone other than a parent, primary guardian or regular daycare provider is to pick up your child. If this is a change that will happen more than two times, please update your child's file.
- In family situations where custody issues apply and restraining orders are in effect, we must be fully apprised of the situation so that we can uphold the court-ordered custodial requirements. Without

court-ordered documentation, Cross of Christ cannot and will not get involved in custody issues, and therefore cannot legally keep a child from leaving with a biological parent.

- If a pick-up person appears intoxicated i.e. alcohol, prescription or other drug use, the teacher will not release the child but will offer to call a taxi, Uber, rideshare, relative, or authorized person to pick up the child. The pick-up person will be informed that if they drive off (with or without the child), law enforcement will be notified along with Child Protective Services. Driving under the influence is against the law.
- Please call, text, or email the office or Director each time your child will be late or absent for any reason.
- On-time pick-ups are essential. Your child is counting on you. As noted above, there may be a late charge of \$10 for every 15 minutes for late pick-ups. In any case please notify the Director if you are going to be late for any reason. The Director has the right to wave this charge in extenuating circumstances. Any charges imposed under this provision will be payable at the same time or before the next tuition payment, but no later than 30 days after the charges were accrued. Failure to pay fees are described in the “Late Fees” section.

Your child will be allowed to leave only with a parent/guardian or those individuals listed on the Registration Form. If an adult arrives to pick up a child, but is not known personally by the teacher, the adult will be asked to provide photo identification—even if the adult is on the authorization list in the office.

## **Daily Routine**

A typical day at Preschool will include: Daily Bible Stories, Language Arts, Creative Play, Memorization, Math & Science, Arts & Crafts, Fine Motor Skills (use of writing and craft tools), Large Motor Play (indoor/outdoor play), Music and Movement, Social and Emotional Development, Community Awareness. To allow our Teacher to maintain flexibility as desired, each day may be slightly adjusted.

### **A Sample Day**

9:00 - 9:15 - Morning Work

9:15 - 9:45 - Circle Time/Large Group Learning

9:45 - 10:45 - Centers/Small Group Learning

10:45 - 11:00 - Snack

11:00 - 11:40 - Large Motor Play

11:40 - 12:00 - Circle Time with Music and Movement and Review

12:00 - 12:15 - Half Day Pick Up

12:15 - 12:45 - Lunch & Story Time

12:45 - 1:45 - Rest Time

1:45 - 2:15 - Snack and Table Activities

2:15 - 2:45 - STEAM Learning

2:45 - 3:30 - Large Motor Play

## **First Day of Preschool**

The first day of preschool is an exciting and new experience for your child, but it can also be filled with anxiety caused by separation and uncertainty. Please allow a few extra minutes to spend with your child on the first few days.

- Create a routine at home as you prepare for preschool. Talk to your child and let them know what is going to happen. “You are going to preschool while I go to work, when my ‘job’ and your ‘job’ are done, I will be back to pick you up and we can go home.”
- Follow the same routine each morning when you arrive (sign in, use the bathroom and wash hands, say goodbye).
- Create a routine when you pick your child up from preschool (“I’ll sign you out while you say goodbye to your friends. We will say see you tomorrow to our teacher, then we will use the bathroom and wash our hands before we leave.”)
- Come to school no later than 9:15am (or 12:45 for afternoon only students) to give your child time to play and adjust before the school day starts.

Many children adapt quickly to routine. However, it is perfectly normal for some children to take several days, or even weeks, to adjust. They might cry easily, cling to you, not want to come to class, not tell you what they did at school or say they have no friends. This is perfectly normal, but there are things you can do to help. Supporting and fostering your child’s developing independence is essential. Here are a few strategies that may help in easing the separation anxiety:

- Try to get your child involved in an activity, which usually lessens the anxiety.
- Remind your child what is happening and assure your child you will come back to get them.
- Do not sneak away, even if it seems easier for you. Leaving unnoticed can violate your child’s trust. While it may seem easier in that moment, it will make things more difficult with future efforts.
- Once you start to leave, do not stop. It is important that you follow through even if your child cries. We will comfort your child. Feel free to call later in the morning to see how your child is doing.
- Discuss the fun activities and what is planned for the day.
- Ask your child about specific books, songs, letters, numbers, and crafts they like.
- Tell them how excited you are for them to show you or tell you about their favorite thing for that day.
- Ask them to draw you a picture or make you something you can put up at work or home to remind you of them so you aren’t so sad you aren’t with them.
- Plan a special activity that you and your child can and will do together when he or she returns from school. This will help provide them with the security that you will be back to pick them up.
- Become an active parent/guardian in the classroom and show your child they are not alone in this venture but that you are excited for them and support them.
- Communicate with your child’s teacher regularly and notify them of any changes in home life.

## **Communication**

### **Parent/Guardian Communication**

Face-to-face communication with your teacher and the Director on a regular basis is the most effective means of communication. If you have a concern regarding your child or your child’s progress at preschool, please bring it to the attention of your child’s teacher before going to the Director. Please work with your child’s teacher for the best possible outcome. Please make sure to only call or text your classroom teacher before 9am or after 12pm. If you need to get in contact with the teacher between those times, please contact the office or Director and they will get the message to the teacher for you. We want to make sure your child’s teachers have 100% focus on the children in their care.

Cross of Christ will communicate with parents/guardians and guardians using:

- Phone calls
- Texts

- Emails – both direct and collective
- Newsletters
- Bulletin board notices
- Posted flyers on campus

## **Classroom Visits**

If at any point a parent/guardian wishes to come spend time with your child in the classroom, you are more than welcome to do so! We just ask that you talk with your teacher ahead of time to find a good day and time. Sometimes having parents/guardians present for certain points of the day, or during specific activities, can cause the children to be off routine. At this age, children thrive on routine and whereas some children do very well with change, others may fall to pieces so no learning is accomplished.

## **Developmental Screening and School Readiness**

Because very young children develop at different rates, there isn't a checklist of must-have skills children need in order to start preschool. There are some areas you can look to see if your child is ready for group learning.

### **P: Potty Trained**

We require all students entering preschool be daytime toilet-trained and can use the bathroom by themselves.

### **I: Independent**

Children ages 3 and 4 aren't expected to do everything on their own or solve problems all by themselves, but a little independence is key. They'll also be expected to work and play with other kids for a short period of time without needing constant redirection from an adult.

### **E: Expressive**

Being able to communicate in a way that an unfamiliar adult can understand is important. Your child may not be able to follow directions that have many steps, but understanding basic words and directional phrases like "sit down" and "follow me" is important. Students will be asked to participate in discussions in various situations.

### **C: Concentration**

Preschoolers need to be able to follow directions most of the time and focus on tasks without getting overly distracted.

### **E: Emotionally Ready**

A child who is emotionally ready is more eager to go to school and wants to make friends. She/he might not have the skills to make friends yet, but wanting to make them is a good start.

### **S: Stamina**

Children need a lot of physical and mental energy for preschool. Kids who aren't used to following a routine and being actively engaged can have a harder time adjusting to preschool.

Developmental screening is extremely important for children under six. Developmental screening can be done in several ways. At Cross of Christ we encourage all parents/guardians to talk with their health care providers to make sure their child is on schedule with their development. At Preschool, we have several assessment tools that we use to evaluate throughout the year.

### **Informal Progress Reports**

Throughout the year teachers will be in contact with parents/guardians to provide updates on ways your child might benefit from some extra help from you at home.

### **Formal Progress Reports**

Twice each year, your child will receive a written evaluation of progress and school readiness. If you would like to discuss this progress report and things that you can do to help your child improve and achieve a successful outcome, please set a time to do so with the Teacher.

## **Church Programs**

Periodically, there will be various programs offered throughout the year. Some programs will be for the family unit and some programs will be specifically for parents/guardians or children. Our goal with these programs is to strengthen relationships between parents/guardians and children and to help support parents/guardians in their role of parenting. Attendance is optional, but we hope families will take advantage of these events.

Events like:

- Fall Festival (October)
- Christmas for Kids (December)
- Easter for Kids (March/April)
- Vacation Bible School (Summer)
- Church Services and Sunday School
- Parenting Seminar
- Mommy and Me
- Date Night

### **“Questions My Preschooler Asks About the Bible”**

At Cross of Christ, we also teach adults. Religion and spirituality can seem like concepts that leave us confused without feeling any closer to God. But knowing God and finding peace in life doesn't need to be difficult. If at any point you find yourself wanting to hear more about what your children are learning about God at preschool, we offer Cross Connections, a 10-week course where we lay out the message of Jesus and the Bible in a simple, easy-to-follow format to give you everything you need to connect to God, purpose, and community. After attending Cross Connections, you will have certainty about your relationship with God and the good news found at the cross of Christ. This course is offered at least twice each year in the Fall and Winter (usually starting in September and January). If interested in knowing more about this course, please inform one of the Cross of Christ pastors or staff members.

## **Dress Code Policy**

Childhood is a time for children to explore and discover the world with all their senses. Preschool is a time for learning through play with many hands-on experiences. In doing so, children will engage in numerous messy, gooey, and active projects. There will also be outside activities as often as the weather permits. Children should dress comfortably with shoes to run in and clothes that can get dirty. It is also helpful to dress your child in clothes that are easy to fasten, zip, and button independently. Closed-toed shoes are best for the playground and for the development of their coordination. Many tears and skinned knees can be prevented by wearing sport shoes instead of dress-up shoes. Cross of Christ asks that you adhere to the policies listed below:

- Attire should be free of any holes.
- Jewelry should not be brought to school as it is a choking hazard.
  - Sensory chew necklaces are permitted with a break-away string.
- There should be no offensive or suggestive pictures or words on clothing.
- Clothing should be well-fitting and clean clothes.
- If dresses or skirts are worn, shorts or leggings must be worn underneath.
- Children should wear proper fitting closed-toed tennis/running shoes. (Other shoes may be worn to preschool but must be changed into tennis shoes once school begins.)
- Children need a sweatshirt or jacket depending on the weather.
- Parents/Guardians need to provide a complete extra change of clothing in a gallon size Ziploc bag labeled with your child's name (in case of accidents).

The parent/guardian is ultimately responsible for the clothing a child wears to preschool. Parents/Guardians should ensure their children are appropriately dressed for the weather which is expected to change on any particular day. Children will have outdoor activities, and weather changes during the day may make some attire inappropriate for outdoor use during these periods. Parents/Guardians are responsible for making sure children have clothing that fits their stature. This may require purchases in winter or spring as your child grows throughout the year.

Carefully label all clothing (jackets, hats, gloves, sweaters, etc.) and other items sent from home. Show your child where each item is labeled.

## **Outdoor Activities**

Every day our children have opportunities for outdoor instruction and free play. As the weather changes, we want to make sure we are prepared. Please make sure your child brings a sweater or jacket every day, along with the appropriate attire for the weather. Some days, we will not be able to go outside due to conditions that will be harmful to the children and staff. Such times may include but are not limited to:

- Heat that is higher than 100 degrees Fahrenheit or based on the advice of the local authorities
- Cold that is less than 20 degrees Fahrenheit or based on the advice of the local authorities
- Lightning storms
- Tornadoes
- Flooding if there is immediate or likely danger
- Earthquakes
- Air quality as advised by the local authorities

## **Individual and Class Pictures**

Each year, individual school pictures are taken by a professional photographer. Parents/Guardians have the option of purchasing these pictures by filling out and returning order envelopes sent home in advance with the children.

### **Note**

Parents/Guardians are asked to sign a permission slip granting permission for the staff to photograph their child while at the Preschool and during any field trips and extracurricular activities. Photographs of your child will be used for the Preschool/Church website, promotional brochures, social media, and classroom projects.

# **Discipline Policy**

Effective discipline stems from careful planning and consistency. Our teachers strive to develop a positive relationship with each child and redirect unacceptable behavior. Proper Christian discipline in our Preschool is maintained and exercised in a loving manner in keeping with the Law and Gospel. Corporal punishment as a manner of discipline will NOT be used nor will it be tolerated. Cross of Christ is a safe place for all children. Under no circumstances will any staff member or volunteer use physical punishment (spanking, slapping, etc.) as a form of discipline, behavior management, or for any other reason. Discipline will not be physically or emotionally abusive, nor will it be used to violate any personal rights, such as the use of food and sleep as punishment. To this end, we will not tolerate bias and bullying of any kind. We ask that parents/guardians respect and adhere to this policy while on the premises.

We are committed to providing an atmosphere that fosters joy, trust, security, comfort, and an environment that encourages caring and cooperative relationships. As a result, the children learn to relate to each other in positive ways. Our objective is to assist children to develop self-control and self-confidence, as well as sensitivity in their interactions with others. Intervention focuses on addressing the child's behavior, developing character, and preserving their integrity. It is important for the children to realize what they did and how it affects others. Boundaries are explained to the children in a positive manner, emphasizing what to do rather than what "not" to do.

Our goals are to:

- Provide a gently consistent discipline, which helps children feel secure and loved.
- Help children develop self-control that is appropriate for their age, developmental level, and specific needs.
- Prevent possible behavior concerns through modeling and role-playing conflict/resolution.
- Redirect children to more appropriate activities and behavior as well as using words to solve problems and express feelings.
- Help children overcome bias and bullying stereotypes by showing them we are all sinful and no one person is more sinful than another.
- Show that we are all God's children, regardless of what we look like, dress like, sound like, where we come from, or what our family structure is. God has made each one of us unique. We want children to know our differences are what make us who we are, and we should celebrate them.

If a child displays behavior that endangers themselves or others, or is in direct disobedience to classroom standards, the following actions may be taken:

- A conversation about what is happening and how to reach a resolution
- Open-ended questions to make them think and come to a positive solution
- Visual cues
- Encouragement to do what is appropriate (i.e. "I know you know how to sit properly, show me you can do it.")
- Re-direction towards another activity
- Loss of privilege (not of food or sleep) – such as the activity or learning toy that caused the offense
- Chill-out time – encouragement to head to an area where they can calm down and rethink their actions and then come back when they feel their bodies and minds are calm

You are the primary caregiver for your child. We are here to serve you as you train and build character in your child so they might shine their light for Jesus. Know that we will always treat your child with utmost love, respect, and fairness.

*He who ignores discipline despises himself, but whoever heeds correction gains understanding.*  
Proverbs 15:32.

*Children obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with promise: that it may be well with you and you may live long on the earth.* Ephesians 6:1-3

At Cross of Christ, we will work with each individual child promoting consistent care and maximizing opportunities for children to grow in all ways. When a child exhibits behavior that presents serious safety concerns for themselves and/or others, and the staff is not able to reduce or eliminate the safety concern through reasonable modifications, the child's ability to attend preschool will be terminated. Examples of such behavior are continuous biting, throwing objects at others including staff, hitting with objects, leaving the facility, etc.

Prior to expulsion of services due to a child's behavior, Cross of Christ may take the following actions:

- A parent/guardian meeting will take place.
- The expulsion policy will be reviewed with parents/guardians.
- A record of incidents leading up to the expulsion will be presented to the parents/guardians to include meetings held to discuss the behaviors. All records will include the date, time, staff involved, and details of the incidents.
- Parents/Guardians will be given a copy of the steps that were taken to avoid expulsion, to include a copy of the behavioral plan that will describe any relevant changes made to the environment and/or staff.
- We will give the parents/guardians referrals to community-based programs that might be able to better help their child.
- Tuition for the remainder of the month will not be credited back.
- We will keep the child and family in our prayers that they may obtain the help that is needed for their child to continue to grow.

Discipline is based on an understanding of the child's needs and stages of development. Discipline and guidance are designed to help the child develop self-control, acceptable behavior, and respect for the rights of others. Discipline is fair, reasonable, consistent, and related to the child's behavior.

You will be notified of any disciplinary problems. Discipline of a student will not be severe, humiliating, or frightening. It will not be associated with food, rest, or toileting.

A child may be asked not to return to the group when one or more of the following conditions are continually observed:

- A child's conduct hurts or endangers another child(ren).
- There is deliberate destruction of property.
- A child's behavior is unruly, disruptive, prevents other children from participating in the class activities, or causes an undesirable atmosphere in the room.
- A child consistently requires more of the teacher or teacher's aide time than our teacher/child ratio allows.



## **Child Restraint**

It is not the policy of Cross of Christ to use restraints, or to restrain a child in any way. Should a behavioral problem arise that would require child restraint, a behavioral plan with parents/guardians and possible health care providers would be developed and a staff member would be trained. This behavioral plan would only be used for the time necessary and in the best interests of the child.

## **Termination of Services**

Cross of Christ reserves the right to cancel or suspend the enrollment of a child for the following reasons:

- Non-payment or excessive late payment of fees
- Repeated late pick-up of children
- Inability of the child or parent/guardian to adjust to the daily program
- Physical or verbal abuse of staff or children by parent/guardian or child
- Discipline matters that cannot be resolved
- Refusal to keep all enrollment paperwork up-to-date and submit changes
- Not abiding by the policies outlined in the parent/guardian Handbook

The Director will speak with the parent/guardian to discuss the situation prior to making any changes to the child's enrollment status.

### **Disenrollment Initiated by the Parent/Guardian**

The parent/guardian must provide written notice to the office of their intent to disenroll their child from the Preschool. Two weeks advance notice is required, or tuition rates will continue to accrue for the two-week period. If the child is withdrawn without written notice, tuition will continue to be charged until written notice is provided.

## **Child Abuse and Neglect**

As childcare providers, we will protect your child from all forms of child abuse or neglect. We are mandated by state law to report any suspected physical, sexual, or emotional child abuse, any suspected child neglect, child endangerment, or child exploitation as well as a child's disclosure of sexual or physical abuse and maltreatment. It is the legal and moral obligation of Cross of Christ staff to report to Child Protective Services (CPS) and local law enforcement immediately. CPS does have the right to interview the child in the Preschool or look at any files at any time. Please refer questions to CPS or ask the Director for more information regarding this law and what constitutes child abuse and neglect. These laws are in place not to scare you but to protect the well-being of your child.

## **Medical**

The state of Idaho requires Cross of Christ to have a current medical report on file, as well as an up-to-date record of immunizations for all enrolled children. Non-compliance by parents/guardians with this requirement will result in non-enrollment and or dismissal/disenrollment.

### **Minor Illness**

A safe and healthy environment is important for all children. This illness policy is designed to decrease disease transmission and protect the health of your child, the other children and the staff.

- Hand washing will be done several times a day including when staff/children arrive at school, before eating, after toileting, before food preparation, after handling pets, after wiping noses and cleaning up spills, etc.
- The environment and equipment will be cleaned on a routine basis as needed.
- If the child becomes ill while attending Cross of Christ Preschool, the child's parent/guardian will be notified immediately.
- Any ill child will be separated from the other children and be made as comfortable as possible until parent/guardian arrives.
- Cross of Christ Preschool staff shall record the child affected, the date and time of illness, a description of the symptoms, who was notified and their response.
- The Cross of Christ Preschool staff will make the final decision about continued care for the ill child based on:
  - Exclusion List (some diseases require exclusions – see the office for a copy of the exclusion list).
  - Provider's ability to adequately care for the ill child and the rest of the children.
  - The ill child's ability to participate in routine activities.
  - Increased risk to disease transmission.

Please call or text the Director or the office by 9:00 am if you are going to be keeping your child home for the day due to illness so that the teachers may adjust their lesson plans accordingly. To provide a healthy and safe environment for all children in Cross of Christ, we ask that children with any of the following symptoms not attend school for the day. This list is recommended by the American Academy of Pediatrics:

- Any possible contagious illness with symptoms
- Fever of 100.4 degrees or above within the past 24 hours
- Vomiting (on 2 or more occasions within 24 hours)
- Diarrhea (3 or more watery stools within 24 hours)
- Any symptoms of the usual childhood diseases
- Yellow or green nasal discharge, or clear if it needs attention more than 3 times in an hour
- Drainage from the eye or a pink color in any part of the eye
- Sore throat, Strep throat, or Croup
- Any unexplained rash, draining rash or sores
- Any skin infection (boils, ringworm, etc.)
- Lice or scabies (children may be readmitted after treatment and are nit and louse free)

Children who are observed by our teachers to be ill will not be allowed to sign in that day. If it happens at school, children will be separated from other children and the parent/guardian will be contacted to request that the child be picked up immediately. If we are unable to get in contact with a parent/guardian, the authorized pick-up person will be called.

- Parent/Guardian will be notified to pick up the ill child within a specified time frame.
- It is important to plan ahead for sick child days and either be able to leave work or have a back-up plan, such as a relative or friend who can care for the child.
- Please notify the Cross of Christ Preschool staff if your child is diagnosed with or exposed to an infectious disease.
- You will be notified if a child or family member attending Cross of Christ Preschool has been diagnosed with an infectious disease. Information about the disease will be provided when possible. Health Department guidelines will be followed.
- Proof of up-to-date immunizations are required to be on file before the child starts attendance.

**Your child may return when he or she is free of symptoms for 24 hours. In some cases, the Director may require a doctor's note before the child is able to return.**

## **Health Care Practices**

The health of our children and staff is of the utmost importance to us. We have created policies for:

- Caring for children with special needs, health needs, or allergies
- Food brought from home
- Contagious disease notification
- Medical emergencies
- Injury treatment and reporting
- Immunization tracking
- Medication management, storage, administration, and documentation
- Hand washing and hand sanitizer use
- Observation of children and staff for signs of illness daily
- Exclusion and return policy for both children and staff
- Prevention of exposure to blood and body fluids
- General cleaning, sanitizing and disinfecting guidelines
- Food contact surfaces
- Toys
- Toileting equipment
- Laundry
- Pest control

## **Emergency Medical Treatment**

Emergency information for your child is kept on file in the office. In case of illness or injury, this information will be used to notify you, or the person designated by you, of your child's status. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in case of an emergency, we can make sure your child receives the necessary emergency treatment they need. It is very important that all emergency contact information is kept up to date and correct at all times. Please inform us immediately of any changes to keep your child's medical history and emergency contact information current.

All staff have been trained in First Aid, Child CPR, HIV/Aids/Blood Borne Pathogens Prevention and Foodborne Illness Training.

### **Minor Injury**

In the case of less serious injuries (e.g. minor cuts, scrapes, scratches, and bites), first aid will be administered by the staff. Parents/Guardians will be notified upon pick-up of the nature and treatment of the injury, or an injury report will be sent home with the child. With any injuries associated with the head, parents/guardians will be notified right away.

### **Injury Requiring a Doctor**

If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents/guardians. Parents/Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

## **Serious Injury**

In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

- A phone call to 911 is made.
- Child's parents/guardians (or emergency contacts) are called as soon as safely possible.
- Child is separated from the other children and appropriately cared for.
- Parent/guardian, provider, or ambulance takes the child and health records to the doctor or hospital.
- Staff member stays with the child until parent/guardian arrives.
- A full report will be written out and given to parent/guardian.

Any injuries that a child has when arriving at school will be documented and an injury report will be written. Please let us know of any injuries your child has when coming to school. All staff will have completed the Blood Borne Pathogens training and therefore will wear disposable gloves and follow proper cleaning procedures disinfecting all items and surfaces that are contaminated when dealing with bodily fluids. We will properly dispose of all waste in colored bags and send soiled clothes home in a double plastic bag. All who were exposed will thoroughly wash their hands before returning to normal activities.

## **Medication Policy**

### **Reasonable Accommodations**

We will make reasonable accommodations for children who require medications for disabilities and/or other documented medical conditions.

### **Prescription Medication**

If your child has an ongoing medical problem or medical alert that requires medication prescribed by a doctor on a continuous basis, or in an emergency (e.g. asthma, bee stings, allergic reactions), we will administer the medication. Prescribed medication may be administered by the teacher with **written** consent of the parent/guardian **in addition to** a doctor's note.

- All medications must be in their original container with your child's name, instructions, and date of expiration.
- All medications must be labeled with the child's first and last name including a start and stop day of the medication.
- A Medication Authorization form must be filled out prior to administration of any medication.
- Asthma treatment/inhalers/Epi pens require special forms, which are available in the office.
- Medication must be checked in.
- Medication must be up to date.
- A detailed medication log will be kept when a medication is given.
- Medication will be stored out of reach of children and will be placed in a lock box, if necessary.
- All lifesaving medication will be kept in the first aid kit wherever the child is located.
- Unused or expired medication will be sent home.

### **Non-prescription Medication**

It is not our policy to provide over-the-counter medications (e.g. aspirin, vitamins, cold remedies) as we would prefer them to be given at home. However, if the medication has been approved by the Director, parents/guardians must bring the medication in the original packaging. The medication will need to follow the same directions for the prescription medications as listed above. We will follow the instructions on the label or

you as the parent/legal guardian must provide a medical professional's note. The medication must be labeled by the manufacturer for the use that it is intended for and will not be used for any other symptom or reason.

### **Permissions**

A health care provider's permission is required for all prescribed medication and is not required for non-prescription drugs. However, parent/guardian permission is required for all medication whether prescription or not.

### **Training**

The parent/guardian (or appointed person) will need to provide training for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the Director, staff, parent/legal guardian, or appointed person.

## **Communicable Diseases**

There may be times when your child is exposed to a communicable disease while at Cross of Christ. A notification email will be sent to all families whose children were exposed.

**Parents/Guardians must notify Cross of Christ if their child has been diagnosed with a communicable disease.**

Communicable diseases include, but are not limited to chicken pox, whooping cough, mumps, measles, diphtheria, meningitis, pinkeye, hepatitis, and lice.

**Readmission to Preschool after a communicable illness must follow the guidelines presented below:**

*Please note: At the Director's discretion, a health care provider's note may be required prior to readmission should the health of a child be in question.*

### **Communicable Illness**

### **Length of Communicability**

<b>Chicken Pox</b>	7 days after eruptions and until all have formed dry scab
<b>Fever (100.4° or over)</b>	24 hours after fever and medication free
<b>German Measles (Rubella)</b>	5 days following the onset of the rash
<b>Measles (Rubella)</b>	5 days following the onset of the rash
<b>Whooping Cough</b>	Prolonged cough that may cause a child to vomit, turn red or blue Or inhale with a whooping sound
<b>Mumps</b>	Until all symptoms have disappeared, 7-9 days after the onset of symptoms
<b>Streptococcal Infections</b>	36 hours after treatment with antibiotics. (Strep throat, fever, Scarlatina, rheumatic fever)
<b>Scabies</b>	Until all mites and eggs are destroyed with treatment

<b>Conjunctivitis (Pink Eye)</b>	Until eyes have been treated and there is no further discharge
<b>Impetigo</b>	Until lesions have been treated with antibiotics for 48-72 hours
<b>Head Lice</b>	Until treated and all mites (nits) have been removed
<b>Ringworm</b>	After removal with a fungicidal ointment
<b>Pinworms</b>	After the initial dose of medication
<b>Vomiting (2 or more times in 24 hours)</b>	Free for 24 hours
<b>Diarrhea (loose stool or containing blood)</b>	Free for 24 hours
<b>Rash</b>	Body rash not associated with diapering, heat or allergic reactions
<b>Sore Throat</b>	Especially if associated with a fever or swollen glands in the neck
<b>Open sores or wounds</b>	Discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling
	A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness, unusually tired, pale, lack of appetite, difficult to wake, confused or irritable

## **Vaccine-Preventable Disease Outbreak**

Should an outbreak of a vaccine-preventable disease occur within Cross of Christ, parents/guardians of children exempt from immunization for that disease or without documentation will be contacted to pick-up their child immediately. Until such time as the Director deems that the outbreak is no longer a threat, the child will not be allowed to return. As this is a preventable disease, all tuition will be adhered to and not refunded for a child not in attendance during an outbreak.

### **Head Lice Policy**

When live lice (actual bugs) are discovered on your child, you will be called immediately to pick-up and treat your child at home as they cannot remain at the Preschool. Your child may not return to the Preschool until they are free of all lice and nits. As with cases of communicable diseases, all other families will be notified that a case of head lice has been reported. If you detect or suspect your child has head lice, notify Cross of Christ staff as soon as possible. Your child cannot attend preschool if infected with head lice or nits. Following such a notice, the Director or designee will examine all children the following week for nits or lice.

## **Returning to Preschool (Lice)**

*Please be proactive and aware of the following information.*

### **Your child may return to preschool when:**

- There are no live bugs.
- All nits have been removed.
- The child has been checked at the office for any nits.

### **Seven-Day Check**

- A seven-day check will be administered by the staff to make sure that no new nits have hatched

### **At-Home Treatment for Lice**

- Use over-the-counter treatment as recommended by your pharmacist.
- Wash the child's bedding, pillows, and all stuffed animals.
- Vacuum all cloth furniture and rugs.
- Soak combs and brushes in hot water for 5-10 minutes.

### **Important Information about Lice**

- Live bugs are transferred from direct head-to-head contact or shared combs, hats, and scarves.
- Live bugs can crawl from one child to another.
- Lice do not live longer than 12-18 hours without a host (i.e., someone's head or a blood source)
- Nits are harmless. Once they have been treated, it is unlikely that they will hatch.
- Nits are not transferable.
- Nits do not hatch for 7 days.

## **Incidental Medical Services (IMS)**

Below is our plan for providing incidental medical services (IMS) to children in our care:

- Parents/Guardians will complete a Medication Authorization form for any IMS provided at the Preschool. Written instructions from a health care provider, including doctor's notes and/or prescription instructions, will also be maintained. A list of trained staff in IMS will be maintained. Any IMS provided to children at the Preschool will be logged in the medication logbook and parents/guardians will be notified. All storage requirements will be met per parent/guardian and physician guidelines.
- Parents/Guardians will train the Director and Teacher in procedures regarding IMS including administration instructions, use, and maintenance of required equipment/supplies. Once the Director has received training from the parent/guardian, the Director will train the rest of the staff in the IMS procedures. Re-training will occur in the same manner if/when the procedures for the IMS change.
- All staff will be trained in IMS procedures. Medications/supplies will be brought along on field trips in the first aid kit. This will ensure services are not interrupted.
- Proper safety precautions will be taken including wearing gloves when the IMS involve a potential exposure to blood or bodily fluids. Hand-washing hygiene will be performed before and immediately after removal and disposal of gloves. Disposal of used instruments will be properly disposed of in

approved containers.

- Parents/Guardians or authorized representatives will be informed of each occurrence of IMS administered to their child via phone and in writing.

Changes to the IMS Plan or procedures (listed above) that affect the children will promptly be reported to the parents/guardians.

## **Cleaning, Sanitizing, and Disinfecting**

Cleaning, sanitizing, and disinfecting practices include sanitizing all toys, eating utensils, tables, and chairs. Essentially, all items touched by children will be on a rotating cleaning schedule, or done more often as needed. Carpets will be vacuumed daily and undergo a deep cleaning at least once a year. Bedding, blankets, and other laundry will be sent home for cleaning at least once a week, or more often as needed. When using a bleach solution, we will use one that is fragrance-free and follows the department of health's current guidelines for the mixing of the bleach solutions.

## **Allergies**

If your child has food allergies, or allergies of any kind, you must complete the Individual Health Care Plan form. Specifically describe the severity of any allergies. If it is an extreme allergy, you may bring a snack specific to your child's needs. We are not a peanut free facility, but if there are peanut allergies, we make every attempt to accommodate snacks. It is very important to provide allergy medication with specific doctor guidelines to the Director.

## **Legal or Illegal Substances**

In our Preschool, we serve many children from all backgrounds and health issues. We do not want to be the cause of a child suffering; therefore, we expect all who are on campus (regardless of their purpose) to adhere to the following:

The use and visual possession of tobacco, vaping, cannabis, and illegal drugs, in any form including associated paraphernalia are prohibited on our property during business hours, including, but not limited to:

- Indoor and outdoor space
- Within 100 feet from any entrance, exit, window, or ventilation intake of the Preschool, or within view of the children
- In motor vehicles while transporting children on field trips or any other Preschool activities

The Director, staff, volunteers, and/or aides must not or allow others to:

- Have or use illegal drugs on the premises
- Consume alcohol or cannabis during operating hours
- Be under the influence of alcohol, cannabis in any form, illegal drugs, or misused prescription drugs when working with or in the presence of children in care
- Be impaired as to not be able to respond promptly and care for children

Please note the following restrictions:

- Alcohol is not allowed in the Preschool or in view of children.



- Cannabis and/or Cannabis products in any form and paraphernalia are not allowed on the premises or in the view of children.
- Tobacco, cigarettes, containers holding cigarette butts, lighters, pipes, cigar butts, ashes, and residue and all paraphernalia are not allowed on the premises or in the view of children.
- All vaping devices are not allowed on the premises or in the view of children.

If you come to the Preschool noticeably under-the-influence to pick-up your child, you will not be allowed to leave with them and authorities will be called for child endangerment. Your emergency contact will be called to pick-up your child.

## **General Information**

### **Change of Information**

If your name, address, email, telephone number, or place of work changes, please notify the office in writing.

### **E-mails**

Regular emails are sent out informing you of current events and reminders concerning the Preschool. Please check your junk mail to make sure you are not missing anything.

### **Sunscreen**

Please apply sunscreen in the morning before leaving home. If you would like it applied again in the afternoon, please provide a bottle with your child's name on it, fill out the medication form, and speak to the Director and Teacher.

### **Change of Clothing**

Please bring a complete change of clothing to leave at school for your child in case of an accident or emergency. Be sure to add different clothing as the seasons change. All items should fit into a clear gallon size Ziploc bag with your child's clearly-printed name.

### **Close-toed shoes**

Close-toed shoes must always be worn and must have a strap or closed heel. On any days that we plan to have fun playing with water, teachers will advise you of an appropriate alternate shoe, but close-toed shoes must also be brought.

### **Lost and Found**

Lost and Found items are kept in the office. Please write your child's name on all clothing to ensure that your child's clothing is returned to the proper place. Please check Lost and Found for any items your child may be missing.

### **Children are not allowed to bring toys from home.**

These items create conflict in the classroom.

### **Solicitation of Goods and Services**

Cross of Christ does not allow for any child or parent/guardian to receive solicitation by any other parent/guardian or organization to purchase products or services unless cleared authorized in writing by the Director.

### **Change of Program**

If you need to change your program, a change form must be filled out and approved by the Director. All changes can only be done monthly, and only if the classroom is able to do so within licensing ratios and availability.

## **Celebrations**

### **Birthdays**

Your child's birthday (or half-birthday for summer birthdays) is an important day and we want to celebrate it! If you wish to bring in a special treat for that day, please speak with the teacher(s) beforehand. All treats must have a list of ingredients to accompany the treat. If you do not want your child to participate in the special treat, or your child has allergies, please provide an alternate treat we may keep on hand as a replacement for your child.

### **Off-Campus Parties**

If you are inviting everyone in your child's classroom to an off-campus birthday party, you are welcome to bring the invitations to the Preschool and distribute them. We kindly ask, however, that if you are not inviting the entire classroom to the party, please do not bring the invitations to the Preschool. This can cause hurt feelings in the children who are not invited. We are not requiring, or even suggesting, that all children in the classroom need to be invited to every birthday party. Instead, we simply ask that if this is the case, please discuss the invitation with the other parents/guardians outside of preschool hours. This will allow you to have a party of the size of your choosing, but will eliminate any unnecessary hurt feelings in the classroom.

### **Classroom Parties/Celebrations**

Occasionally, at the end of a theme unit, holiday, or celebration day we will have a classroom celebration when food will be brought in. All food brought into the Preschool to be shared with the children must be accompanied by a list of ingredients, whether it was home-made or store bought. If fruit and/or vegetables are brought in, they must be uncut. We very much encourage all to participate in the parties/celebrations as this is a great way to celebrate everyone's cultures and to expose the children to different foods; however, we must be safe. Below is a list of safety precautions everyone will need to follow for us to have the parties/celebrations.

- All food must be accompanied by an ingredient list.
- If bringing food that contains nuts of any kind, please put a big red label or red tape on the dish.
- All fruits and vegetables must be washed and kept whole; we will cut them at the Preschool.
- All containers should be labeled so we can get your container back to you. All unlabeled containers will be cleaned and placed in the church kitchen.
- Food should be brought in with appropriate storage containers and with an ice pack, if needed. Please label whether an item needs to be stored in the refrigerator or warmed up in the oven or microwave.

## **Breakfast, Lunch and Snack**

### **Breakfast**

Breakfast is not provided at the Preschool, so please be sure to have your child get breakfast before coming to school for the day.

### **Lunch**

Each full-day child needs to bring lunch daily. Lunches need to be in an appropriate storage container or lunchbox, labeled with your child's name, and with an ice pack inside (if necessary) for proper food storage.

All lunches must be packed in food grade containers that your child can easily manage independently. Microwave ovens are available, but please limit the amount of lunches you bring that will need them. Please make sure to label your lunch boxes with your child's first and last name and, if possible, write your child's name on any items that are on the inside.

Lunch will be the parents' responsibility as Cross of Christ does not offer a hot lunch program.

### **Snacks**

Parents are asked to supply healthy snacks for the class according to a class schedule. This will occur several times during the school year. The snacks need to be commercially prepared and in unopened packages. Snacks need to be nutritious and low in sugar. Special treats on birthdays or "half birthdays" are allowed, but please coordinate with the classroom teacher. Your child's teacher will provide more information once the school year begins.

The following types of nutritious foods are great snack options:

Fruit, cereals, breads, muffins, granola bars, 100% Fruit juice (not more than 4oz's), crackers, bagels, cream cheese, vegetables, Milk, popcorn, lunch meat, cottage cheese, trail/granola mix, Raisins, cheese, yogurt, pretzels, peanut butter

All staff will maintain a current and valid Food Handlers permit and will follow all guidelines. Proper hand washing procedures will be followed during food handling. Food will be served in, on, and with food grade safe materials. We will be serving individual or family style to promote children doing things themselves and for others.

## **Food Allergies and Special Dietary Needs**

If your child has any specific food allergies or special dietary needs, we must obtain a written Individual Health Care Plan. The Health Care Plan must include the following:

- Identified foods that must not be consumed by the child, and steps to take in case of an unintended allergic reaction
- Identified foods that can be substituted for allergenic foods
- Provide a specific treatment plan for the staff to follow in response to an allergic reaction. This plan must consist of
  - Names of all medications to be administered
  - Directions for how to administer the medication
  - Directions related to medication dosage amounts
  - Description of allergic reactions and symptoms associated with the child's particular allergies

We require parents/guardians to ensure that the Preschool has the proper medication, training and equipment to properly manage your child's allergies. If your child suffers from an allergic reaction, we must immediately:

- Administer medication according to the instructions in your Health Care Plan
- Contact 911 whenever epinephrine or another lifesaving medication has been administered
- Notify you of the event and any actions that are being taken

We are aware that families and children have food preferences that are not allergies. In this instance, we will do our best to accommodate your preferences within reason.

## **Rest Time**

All children are required to observe a rest period in the afternoon. The normal rest period is 12:45 – 1:45 pm. Children are not required to sleep during this time. If after a small period it is evident the child will not be sleeping, the Teacher will provide the child with a quiet activity to do while the other children are asleep. Cross of Christ provides a mat for resting. The mats all have individual sheets. Sheets will be laundered at Cross of Christ weekly. Please provide a small blanket and pillow for your child to use during rest time. A small stuffed animal is also welcome.

## **Photography**

Throughout the year there will be times when pictures or video of your child will be taken by themselves or with others. Videos and pictures will be used for classroom projects, documenting boo boos, and developmental progress. They may also be used in promotional materials, our website or other Cross of Christ media platforms. At no time will the children's names be used. At the time of registration, you will be presented with an authorization form that will need to be signed in order for Cross of Christ to engage in the above-referenced photography. Without your consent, your child's picture will not be included in class photos.

## **Preschool Supply List**

Below is a list of items we need every child to have and keep on hand at school.

- 1 complete set of extra clothes. These clothes need to fit inside a closed and labeled 1-gallon size Ziplock bag:
  - 2 pair of underwear
  - 1 pair of pants or shorts
  - 1 shirt
  - 1 pair of socks
- If your child has an accident, please make sure to take the soiled clothes home and bring new ones the following day.
- We are an underwear only school. If there are medical reasons present, please speak with the Director. Children may not wear diapers or pull-ups as our license does not allow for them, unless medically needed. In this case, a medical note and authorization will be required by a physician. For child privacy and teacher hygiene, children must be self-sufficient in the bathroom with minimal help needed.
- Lunch box (afternoon students only) – please bring a small child-friendly size and one that your child can open and close easily. Please clearly label your child's lunchbox with your child's name.
- Small blanket and pillow (afternoon students only)
- Water bottle clearly labeled with your child's name

Each child will be provided with a tote bag upon initial enrollment in Cross of Christ Preschool. Please refrain from sending a backpack to school with your child.

**Please do not bring any toys from home unless it is on show-and-tell day.**

**A list of all other supplies needed will be included in your folder or handed out by the classroom teacher.**

## **Field Trips**

There will be occasional field trips during the school year. Field trip costs are not included in the tuition payments. Information on each field trip will be provided by the Teacher. Transportation will be provided by parents.

## **Field Trip Fees**

The cost of field trips is separate from tuition. When going on a field trip, or having a field trip come to the Preschool, parents/guardians will be notified of the cost at least one month in advance. Everyone on the field trip will be required to pay.

## **Volunteers**

Parents/Guardians and congregational members will have the opportunity to assist Cross of Christ by volunteering their time in the classroom, chaperoning field trips, or helping with classroom preparations.

Field trips are planned as part of the curriculum and are considered part of the school day. Parent/guardian volunteers are needed to accompany us on all field trips. Parents/Guardians are always welcome to join our field trips. Please remember that when at home you are in charge, and when in preschool the teacher is in charge. Please notify your child's teacher in advance if you can attend as we would love to have you.

When chaperoning a field trip, we are asking all volunteers and chaperones to help the classroom teacher to ensure the field trip goes smoothly. The classroom teacher is ultimately responsible for all children, but having extra eyes and ears is always helpful. Children may not ride with other parents/guardians unless there is prior written approval from the parent or legal guardian allowing the child to ride with another. All children must wear a preschool field trip t-shirt provided to them by their classroom teacher. While transporting your child, you must stay with the group to, from, and during the field trip. However fun it may seem, you may not take any side trips or purchase any treats for the children without prior approval from the teacher. Many children have severe allergies. Whereas you may want to reward or be kind to the children, it could inadvertently become a quick trip to the hospital. If you are in doubt or have any questions about any of our rules, please check with your classroom teacher or the Director. We want everyone to be safe and have fun!

## **Disaster Procedures**

As with all matters pertaining to the children at Cross of Christ, safety is always a top priority. The items listed below are examples of what may take place on and off campus to ensure every child and employee is safeguarded. Our emergency preparedness includes developmentally appropriate training with the children on how to call 911, evacuate the building, or otherwise respond in an emergency situation such as a person being stung by a bee, having a reaction to food, or choking.

The Preschool will maintain the following emergency supplies: first aid kit, flashlights with extra batteries, radio, water/cups, baby wipes, toilet paper, emergency blankets, garbage bags, and 1 quart of bleach. Many of these items will be in a go-bag that is prepared and ready at a moment's notice for a staff member to grab.

Below is a list of some emergencies that could occur while your child is in our care.

### **Fire Emergencies**

Once the fire drill alarm sounds, the teachers will quickly and safely gather and account for all the children and exit the building. The Emergency Exit Plan as well as the primary and secondary meeting places that will be utilized are posted in the classroom.

### **Gas Leak**

If gas is smelled, the main gas valve will be immediately turned off, the children will be escorted outside to our meeting place, and we will await further instructions from authorities on how to proceed.

### **Lock- Down Drills**

During the drill, the Director will signal teachers to lock their classrooms down. Teachers will respond by locking the doors (and pulling the shades down if time permits) of their classrooms and moving the children to the designated areas until an “ALL CLEAR” is given by the Director. If parents/guardians come while the Lock-Down drill is in progress, they will not be able to pick up their child until the drill has been completed.

### **Earthquake drills**

During drills, children will be instructed to duck under the nearest table and cover their heads with their hands and stay put until an “ALL CLEAR” is given. Once the building has stopped from shaking, children will be instructed to line up quickly to leave the building and gather at the established meeting place. We cannot simulate the building shaking, so we will wait an appropriate amount of time and then proceed with leaving the building.

### **Out-of-State Contact**

In the case of an emergency and you are unable to get a hold of the office, our out-of-state contact is Cindi Holman at the Wisconsin Evangelical Lutheran Synod. She is the head of all our church body preschools. Cindi and her staff have agreed to be the point of contact (414)256-3219 or (414) 324-4011. If there were a state of emergency, the Director would call Cindi and let her know what is happening, and parents/guardians will be able to call Cindi. Please be mindful that Cindi is only to be called in a state of emergency when you are unable to reach the staff.

## **Pesticides**

We will take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the Center. Our pest control steps include:

- Taking steps to prevent attracting pests including, but not limited to:
  - Identifying and removing food and water sources that attract pests
  - Inspecting both the indoor and outdoor areas in and around the licensed space
  - Documenting and identifying the pests found in the licensed space so the pest may be properly removed or exterminated with the date and location if evidence is found
- We will document all steps taken to remove or exterminate the pests.
- Provide notification to all parents/guardians regarding any pesticide that will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest).
- Pesticide will only be applied when children are not present.
- We will always comply with the pesticide manufacturer's instructions.
- We will emphasize prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used only as our last resort.

## **Guns or Weapons**

Guns, weapons, and ammunition are prohibited from being brought or housed on campus during working hours.

## **Insurance Coverage**

Our insurance is through Church Mutual. We provide liability insurance for everyone in the building.

## **A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our program. We are always open to suggestions and believe that communication is a very important part of a quality education. If there are any problems or concerns, we encourage you to first talk to your child's teacher, the Director, or Christian Education Pastor about them. If a lengthy discussion is needed, a time that is convenient for both of you will be scheduled, as the other children still need our attention during Preschool hours.

Thank you for the opportunity to work with you and care for your little ones. We look forward to a future of keeping your child smiling, safe and growing in God's Word.

## Parent/Guardian Handbook Agreement

Cross of Christ believes the Bible is the infallible, divine Word of God. For this reason, we rely on the Bible as the basis of the Standards of Conduct adopted at our school (Matt. 22:37-39; Rom. 13:8-10; Gal. 5:14; I Peter 2:17; I Cor. 9:27).

Our responsibility as a Preschool is to provide an environment that gives all children the spiritual awareness, growth, and development necessary to become mature Christians. The standards in this handbook are a necessary part of achieving and maintaining this goal and therefore must be adhered to by each member of our Preschool.

To best promote the scholastic and spiritual development of all our students, the principles set forth are required by each child. The parents/legal guardians of every child enrolled at Cross of Christ are required to review the Cross of Christ Preschool Handbook. This handbook outlines the standards and policies of the Preschool. **This Handbook Agreement must be signed by the Child's Mother/Father/Legal Guardian and returned to the Director or front office before the first day of school.** No student will be permitted to continue his or her attendance at Cross of Christ Preschool without returning this completed form.

***I have read, understood, and agree to the policies, procedures and guidelines outlined in this Cross of Christ Preschool Handbook.***

Mother/Father/Legal Guardian must sign and return

Student Name \_\_\_\_\_ (Please Print)

Mother/Legal Guardian (1) Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Legal Guardian (2) Signature \_\_\_\_\_ Date \_\_\_\_\_

- A copy of this agreement is located in your registration paperwork. Please sign the copy in the registration packet



# Cross of Christ Preschool

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