



Early Education Center

2023-2024 PARENT HANDBOOK

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Introduction

This Handbook has been prepared as an informative guide for Capital Christian Early Education Center (EEC) children and their parents so that they may know and understand the school's policies and regulations. Please read it carefully, and . . . *keep it for future reference!*

The school wishes to ensure that becoming a part of our "school family" will be profitable and rewarding for you. Therefore, the administration and faculty encourage respect for work, authority, rules, and consider courtesy and Christian behavior primary essentials in the total program of Capital Christian Early Education Center.

Capital Christian Early Education Center is, as its name implies, a Christian program with an evangelistic emphasis. The school is operated as a department of Capital Christian Center and governed by its elected Board of Directors. It is the intent of the school to offer parents and children a quality Christian education through the efforts of a dedicated Christian teaching staff. Our teachers and staff must maintain regular attendance and the support of a local church. Capital Christian Early Education Center is a member school of the Association of Christian Schools International and is licensed by the State of California.

Staff are expected to conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationship, conduct and moral behavior. In the application of the Biblical standard of moral conduct, Capital Christian School believes that Biblical marriage is limited to a covenant relationship between a man and a woman.

The decisions made by Capital Christian School, on behalf of its employees and students, will be made within the framework of the Bible and our understanding of its application to our lives.

Our objective is to firmly support and reinforce the Christian training the parents are providing in the home. The chapel services, bible circle times, and practical Christian living are intended to be a supplement to regular church attendance.

Capital Christian School Mission Statement

At CCS, we empower world changers in academic excellence, athletic distinction, artistic expression, and social engagement all through a spiritual pursuit of biblical truth.

Vision Statement

EEC supports the homes and churches of students in providing an education that is grounded in the Judeo-Christian values of the Bible as reflected in the life and teachings of Jesus Christ. The vision of the school is to: Inspire Excellence, Strengthen the Spirit, Transform the World.

Core Values

Environment of Acceptance - All people matter to God. We provide an atmosphere of love and acceptance.

Developing People - We equip people to grow in their purpose, empowering them for a lifetime of ministry and leadership.

Building Strong Families - We emphasize biblically healthy and caring relationships. We provide an environment which strengthens marriages and families.

Youth Minded - We disciple and develop the children and youth of our church and community. We

emphasize their value and importance.

Biblically Based - The Bible is the foundation for transformation and growth in the lives of individuals. We present Scripture in a relevant manner, as the guide for successful living.

Non-Discriminatory Policy

Capital Christian Early Education Center admits children of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities offered to children at the school. It does not discriminate based on race, color, national, and/or ethnic origin in administration of its educational policies and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

Philosophy

We believe God gave parents the responsibility of educating their children.

"Children obey your parents in the Lord, for this is right. Honor your father and mother . . . bring them up in the training of the Lord." (Ephesians 6:1-4)

We believe children are a gift of God.

"Behold, children are a heritage from the Lord. The fruit of the womb is a reward." (Psalm 127:3)

We believe each child is unique and a purposeful creation of God made in His image.

"For You formed my inward parts; You covered me in my mother's womb. I will praise you, for I am fearfully and wonderfully made, Marvelous are your works, and that my soul knows very well." (Psalm 139:13-14)

We believe children learn by example.

"You shall teach them diligently to your children and shall talk of them [commandments] when you sit in your house, and when you walk by the way, when you lie down, and when you rise up." (Deuteronomy 6:7)

We believe in an evangelistic approach to Christian education.

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." (Matthew 28:19-20)

It is our desire to partner with you and your children to establish a three-way connection between staff, families, and children. We will provide loving, yet firm guidance to help the child grow in their independence and self-control. We believe that the first five years of a child's life are crucial to their development. Children are active, full of curiosity, and are eager to learn.

We believe that children learn through play and by using their five senses. We believe that each child learns by active participation, exploration, and discovery. We will provide a stimulating and enriching experience for each child in preparation for later academic learning through a variety of play experiences and opportunities for creative expression.

Planned within the framework of philosophy and purpose, the curriculum includes Bible instruction, sharing and conversation time, stories, songs, fingerplays, creative art activities and crafts, music and movement activities, games and large muscle activities, field trips, technology, engineering, science and nature activities, and exposure to shapes, colors, numbers, and letters.

A Christian emphasis is infused throughout the program so that children will learn of God's character and love. Emphasis is placed on learning about God and the truths of God's Word in relationship to man

and his world, recognizing that the way to God comes through a personal faith in Jesus Christ. Spiritual truths will be presented in a manner that is meaningful to children. Bible stories are presented using a children's Bible, puppets, flannel pieces, music, and large Bible pictures.

"But Jesus called them to Him and said, 'Let the little children come to Me, and do not forbid them; for of such is the kingdom of God.'" (Luke 18:16)

Capital Christian Early Education Center has high spiritual and academic standards that supports the development of the whole person spiritually, mentally, socially, physically, and emotionally. Christian maturity comes by application of the truths of the Bible in all areas of life. In its approach to spiritual matters, the EEC will be consistent with Capital Christian School and the General Council of the Assemblies of God but will also be respectful of and sensitive to the teachings of other evangelical denominations. We believe that Character Formation is greater than Behavior Modification and we are called to make disciples of children (Ephesians 6: 4)

Statement of Faith

Capital Christian School holds to an orthodox historical Christian faith, as reflected in these basic statements of our beliefs.

About the Bible: We believe that the Bible is fully inspired by God, that it is entirely trustworthy and is our guide for faith and life. (2 Timothy 3:16; 2 Peter 1:21)

About God: We believe that God is the loving Creator of all that exists, both seen and unseen. God is eternal and completely good, knowing all things, having all power and majesty. God exists eternally as the Trinity, in three persons, yet one God: Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)

About Jesus: We believe that God expressed Himself in human form through Jesus Christ. Jesus was born of the virgin Mary and lived a sinless life. We believe He was crucified for the sins of us all, rose again from the dead and ascended to heaven. (John 10:33, 11:25; Isaiah 7:14; Matthew 1:23; Luke 1:35; Mark 16:19; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9, 4:15, 7:26)

About the Holy Spirit: We believe that the Holy Spirit, sent from God to live in all who believe in Jesus, teaches, comforts, and empowers us, giving each follower of Jesus diverse gifts for serving in the church and serving others in the world. We believe that it is through the Holy Spirit that we change and develop a holy life and Jesus-like character. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18; Titus 3:5)

About Salvation: We believe that all people are created with dignity and great value in the image of God - that people were created to live in a thriving relationship with God. However, through our sin (failing to live by God's moral standards), we break our intended relationship with God and we experience the sad consequences of that broken relationship, both spiritually and socially. Because of God's love for us, He sent His Son, Jesus, to rescue us from those consequences and to restore our broken relationship with God, through Jesus' death on the cross, a perfect act of redemption for each of us. We receive the free gift of forgiveness and are spiritually reborn through repenting (changing our mind and heart) of our sin and placing faith in Jesus alone. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10)

About the Church: We believe that the church is comprised of any person anywhere in the world who puts faith in Jesus. The church itself is made up of people who are empowered by God's Spirit to be part of the mission of Jesus here on earth. The church is one global community but has smaller, local

expressions, such as Capital Christian Center. Each local church has a unique personality, and we see beauty in that diversity. We believe that the church does not exist for itself, but it exists as a community of worshipers who are here to serve others, as we bring the love and hope of Jesus to the world around us. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

About the Afterlife and End Times: We believe there is a literal heaven and a literal hell and that one-day Jesus will return. We approach the topics of the afterlife and end times with great mystery and wonder. (John 5:28-29; Acts 1:1; Revelation 19:11)



Policy and Program Information

Early Education Admission Policy – Preschool Program for students ages 2 years – 6 years old

Authorization for admission to Capital Christian Early Education Center is made by the principal, and is dependent on the following factors:

1. Your child is ready for the type of group experience that the Early Education program offers.
2. Parents must participate in an interview process with the Principal or Vice Principal prior to starting to review the program and to determine the needs of the individual child.
3. Your child is socially, emotionally, and physically able to benefit from our program.
4. Prior to enrollment being complete each parent/guardian will complete all the documents presented on the attached check list.
5. Parents agree to be a part of the educational team and understand that if or when challenges arise, they will be expected to be part of the collaboration process to help their child be successful at school.
6. Parents understand that we work with community agencies such as Sacramento County of Education and Quality Child Care Collaborative, as needed, to provide the best educational experience for your child. Parents understand that tuition is **not** reimbursed or adjusted due to closures related to campus closure needs/emergencies, national health pandemics, child's illnesses, or family vacation.
7. Capital Christian Early Education Center has the right to deny services to any family/child if it is determined by the principal that a child presents a safety issue to themselves or anyone else or the school is no longer able to meet the needs of the child. If we determine we are no longer able to meet your child's needs the 30-day notice will be waived. However, tuition and/or registration will not be reimbursed.

Please Note:

If a child is three or older and enrolls under the assumption that he/she is toilet trained and the administration determines that the child is not completely toilet trained the child will be placed in our transitioning/life skills class.

- I understand that if the staff determines, after 60 days, that my child is unable to adapt to the environment provided by the program a meeting will be held to determine what is in the best interest of the student which may include a schedule change or returning later.

Early Education Admission Policy - Infant Program Handbook for students ages 6 weeks - 2 years old

1. Your child is ready for the type of group experience that the Early Education program offers.
2. Parents must participate in an interview process with the Principal or Vice Principal prior to starting to review the program and to determine the needs of the individual child.
3. Your child is socially, emotionally, and physically able to benefit from our program.
4. Prior to enrollment being complete each parent/guardian will complete all the documents presented on the attached check list.
5. Parents agree to be a part of the educational team and understand that if or when challenges arise, they will be expected to be part of the collaboration process to help their child be successful at school.
6. Parents understand that we work with community agencies such as Sacramento County of Education and Quality Child Care Collaborative, as needed, to provide the best educational experience for your child.
7. Parents understand that tuition is **not** reimbursed or adjusted due to closures related to campus closure needs/emergencies, national health pandemics, child's illnesses, or family vacation.
8. Capital Christian Early Education Center has the right to deny services to any family/child if it is determined by the principal that a child presents a safety issue to them self or anyone else or the school is no longer able to meet the needs of the child. If we determine we are no longer able to meet your child's needs the 30-day notice will be waived. However, tuition and/or registration will not be reimbursed.

Please Note:

Once a child turns 2 years old, they will be moved to our young two's classroom, which is a part of our preschool program. Once a child reaches 2.5 the Principal or Vice Principal will connect with the family to review the program and to determine the best fit for their child.

I understand that if the staff determines, after 60 days, that my child is unable to adapt to the environment provided by the infant program a meeting will be held to determine what is in the best interest of the student which may include a schedule change or returning later.

School of Inclusion

The Early Education Center welcomes all students, who are ready to learn. This includes children with a variety of learning needs. We want to be a place where all can come to learn that they are wonderfully and uniquely created by God and loved by their Savior Jesus Christ. With this mandate we understand that some children require more support, so we have partnered with many local agencies so that we can provide the support needed for all students.



Elementary School Admission Policy

When a child has completed the preschool program, the parent(s) may wish to enroll at Capital Christian Elementary School. Admission to Capital Christian Elementary School is determined by the following factors:

1. The child must be five years of age on or before November 1.
2. Completion of a New Student Application and Christian Commitment Form.
3. Successfully passing the Kindergarten readiness test.
4. A testing fee is due at the time of the test.
5. Complete all necessary documentation listed on the registration instruction sheet, including a current immunization record, the certificate of live birth, and custody papers, if applicable.
6. An interview with the elementary principal or designee will be scheduled after paperwork is complete and submitted. The interview will determine the family's commitment to Capital Christian Schools philosophy, as stated in the handbook, and local church commitment. Acceptance and placement will be determined by the principal after the interview.
7. The final step of admission is completion of the enrollment contract with the signature of the financially responsible party and payment of the non-refundable student fee.

Early Education Center Schedule

The Early Education Center's hours are:

7:30 A.M. to 5:30P.M (Full Day) 7:30 A.M. to 12:30 (Half Day)

7:30am – 8:30am	Welcome and free centers
8:30am – 9:00 am	Welcome Circle/Bible Circle/Classroom Jobs
9:00am	Snack
9:15am – 11:30am	Consist of Learning Centers, Recess (scheduled per age group), and Music and Movement (each classroom has their own schedule for these activities)
11:30am – 12:30pm	Lunch/ good-bye to ½ day students. Prepare for nap
12:30pm – 2:30pm	Nap/Rest/Cougar Club
2:30pm – 3:00pm	Wake-up/Snack/Prepare for home
3:00pm – 4:15pm	Recess (scheduled per age group), Inside activities (STEM)
4:30pm – 5:30pm	Games/Stories/Saying goodnight

*****Every Monday is Chapel from 9:00 – 9:30 ***** Potty Training is on a 1 ½ hour schedule

Any changes in your child's schedule requires a 30-day notice, subject to availability. Please stop by the office for a *Change of Schedule Form*. The request must be written and signed by the parents and given to the principal for approval.

The Early Education Center also offers a variety of programs which may consist of 5 full-days, two days,

three days, or 5 half days. All students in the TK Program are required to attend 5 half days or 5 full days. Because the teachers carefully plan for the daily curriculum, and because of staffing needs, there can be no "switching" of days.

Drop-In Policy

"Drop-in" care may be available if arrangements are made with the Early Education office beforehand and is dependent on space availability for the day needed. Drop-in fees are \$60.00 for Preschool & T/K and \$65.00 for Toddlers and \$75 for infants. The drop-in fee is due on the morning of drop-off or may be added to your bill, if requested. Please note that if the "drop-in" day occurs after the 10th of the month, if the fee is not paid on the day of service, a late fee will apply. There can be no "make-up" days due to absences.

General School Rules

For the health and safety of students **PLEASE NO:**

- gum on the school grounds
- candy in lunches
- soda in lunches
- glass containers
- expensive jewelry or sunglasses
- knives or "weapons" of any kind, including toy guns.
- aggressive toys

Program

Licensing Numbers – Infant # 343624349; Preschool # 340307315

We are licensed by the State of California and sponsored by Capital Christian Center. We are staffed by qualified and experienced teachers who are dedicated to helping parents in training their children in a warm, Christian environment.

The morning Early Education program includes experiences which provide growth in all areas including:

1. Intellectual - by encouraging an enthusiasm for learning through discovery, exploration, creativity, and first-hand activities.
2. Physical - by providing experiences which develop large and small muscle coordination and motor skills.
3. Social - by encouraging the sharing and consideration of others, participation in group activities and developing a feeling of security and belonging.
4. Spiritual - by daily Bible teaching, stories, and songs, and by exposure to the knowledge of our Creator and His Work through a daily Bible Time.

Goals and Objectives

1. Teach the Bible as the inspired Word of God.
2. Teach the young child that God loves and cares for him/her and all mankind. To build up the child's self-esteem.
3. To reach out to the child's family and share Christ's love for them.
4. To help make the child aware of the world around them.
5. To help the children develop strong character grounded in the word.
6. To help the children learn how to share and care about others.
7. To provide a loving warm environment for all children that they may:
 - develop self-expression through music and crafts.
 - develop self-control.

- develop interest and joy in learning.
- develop responsibility and resourcefulness.
- become comfortable in a group setting where they both learn to be quiet and listen to the teacher or participate in fun and noisy activities.

Some areas of learning:

- Bible awareness and stories
- language (name and address)
- large motor (step, bounce ball)
- visual motor (cut on lines, shapes)
- visual perception (design/matching)
- auditory perception (same, different)
- auditory memory (shapes, sizes, color, sequence)

Children's Personal Rights

During enrollment each family will receive LIC 613A which reviews your child's personal right to be treated with dignity, which includes not being exposed to unusual punishment that result in physical or mental harm. Each child will be provided a safe and clean environment and adults to meet their needs.

Parent's Personal Rights

During enrollment each family will receive LIC 995 which reviews your personal rights as parents. Each parent has the right to not only inspect the childcare center but to also contact licensing about anything they feel needs to be addressed. Parents may also request the process for clearing and employee staff members from us.

Teacher's/Staff's Personal Rights

The care and safety of the children and staff in our center is our utmost importance to us. In rare cases, children have had problem behavior that is not conducive to a safe peaceful learning environment. We have instituted employee rights to preserve the excellence and integrity of the program. Upon entering and annually parents will be given the Teacher's/Staff's policy for review and signature.

Visiting the Classroom and Observing Your Child

Parents may visit the classroom and/or activities of their child in the morning before the learning schedule begins. However, the ability to visit the classroom may change based on the current health and safety needs of the school environment. Any parent wanting to stay more than 10 minutes must complete the volunteer process and be cleared through the EEC office.

- We encourage parents to view their child in the classroom setting.
- Most classrooms have windows to allow you to observe without disrupting the class or your child. You are *NOT* limited to this viewing, however.
- Conferences outside of our normal October and April Parent/Teacher conferences may be requested for children by connecting with the principal and your child's teacher. We ask that you try not to disturb the class when possible. You may speak with the teacher concerning your child any time they are not actively engaged in supervising children, this is a safety issue.
- For longer conversations we prefer this to be arranged ahead of time so as not to disrupt the flow of instruction for other students.

Visitors must stop at the office and sign in first and obtain a visitor's badge to wear. Please have your photo identification with you. We must **KNOW** who is in the building, always, for security reasons. Any adults wishing to spend time and volunteer in the classroom must follow the background check policies. Please see someone in the EEC office if you are interested in supporting our program by volunteering and to request the required background clearance information.

COVID-19 Protocol and Other Pandemics

It is the desire of our school to always keep your child safe as well as our teaching staff. Please know that we will be following the state guidelines for Covid-19 and all other health pandemics. We will keep everyone updated on the most recent protocol through our communications portal, Brightwheel.

Preschool Adjustment - Your Child's Adjustment to School



1. It is normal for your child to have some fears and misgivings about being away from you. All children, like adults, need time to get used to new situations and people.
2. Prepare them ahead of time by discussing these changes as far in advance as possible. Talk about some of the new people and new things your child will do.
 - a. Discuss any concerns of your child.
 - b. Present the new experience in positive terms!
3. The first day:
 - a. It is natural for the child to be hesitant, especially if it is the first time the child has been separated from you.
 - b. A cheerful goodbye kiss from you, a smile, and a reassuring word that you will be back after work is all that you need to do. Then, *leave*!
 - c. Our caring staff will take it from there.
 - d. Please do not sneak out when your child is not looking!
 - e. Usually, the child settles down shortly after the parent leaves, and gets involved with the other children and the program that is geared to their age and interests.
 - f. Feel free to call the Early Education Office when you arrive at work and see how your child is doing. The chances are high that your child will be busy playing and you can relax and concentrate on your job.
4. Temporary problems may occur, depending on the child's age.
 - a. Some children will "act-out" their feelings by:
 - clinging to you and refusing to let go.
 - having tantrums
 - forgetting their toilet training
 - not eating
 - thumb sucking
 - bedwetting
 - expressing desire to stay home.
 - b. Usually, these are only temporary problems. If your child is treated lovingly, this behavior should go away quickly.
 - c. Remember: If you're enthusiastic, chances are your child will soon be too!

Signing your child in and out

- You must sign your child into our Early Education Center every day.
- All family and/or friends on your Brightwheel or Emergency Card can sign in or out.
- Please make sure anyone picking up has a valid ID with them as well as your family 4-digit code.
- Only those 18 years of age or older are legally able to pick up a child from EEC.

Release of Your Child

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. Capital Christian School will:

- not accept the responsibility of deciding which parent has legal custody where there is no court document.
- accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.
- not subvert the law.

For your child's protection, the following criteria are to be followed:

- Students will only be released to authorized persons listed on the student's Brightwheel or on their emergency card.
- The authorized person must be 18 years of age and be able to show picture identification.
- No student is to be released without specific permission from a parent or guardian. We *must* have authorization in **writing**! If an emergency occurs, the parent/guardian must contact the Early Education Office giving verbal authorization for release of the child to an alternate person or send a message in Brightwheel. The parent/guardian will be asked to provide the name, DOB, and description of the person authorized to pick up the student.
- The outside doors to the Early Education classrooms are locked all day for the safety of the children. It is our policy for the teachers to open the door for parents and other recognized adults that are authorized to drop off or pick up children.
- For this reason, we ask that all children arrive prior to 8:30 am daily to avoid disrupting circle times by having the teachers answer the door. Children arriving after 9:00 a.m. will need to sign in at the office to receive a pass into class. If you bypass the office and go straight to the classroom you will be turned away.

Your child is very precious to us. These rules are here to protect your child and to ensure his or her safety.

Dress Code

Vigorous play and a variety of art experiences require that children be dressed in durable, washable clothing. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy them without worrying about their clothes. Although we offer smocks, at times accidents do happen. If your daughter prefers dresses; please put shorts underneath to retain her modesty. A sweater or coat should be provided for a change in the weather. The Early Education Center is not responsible for replacing damaged clothing. Please do not dress your child in any type of costume or pajamas, except for designated days. Children coming to school in costumes or pajamas will be changed into play clothes.

To the extent possible, children are expected to take care of their own bathroom needs, so their clothing should encourage independence. Simple clothing that is free from complicated fasteners is

recommended.

- Shoes are to be always worn, except for nap time. Flip-flops, open-toed and open-back shoes, jellies, plastic shoes, and sandals are **NOT** permitted. For safety reasons, closed shoes and socks must be worn at school. Shoes with soft soles provide good traction.
- All children must bring a change of clothes marked with their first and last name on it. A "Ziploc" bag with the child's name on it is convenient for storage. Please see that the clothes change as the seasons change. *Please put first and last names on coats, sweaters, and/or extra clothes.* Soiled clothes must be taken home and replaced with a fresh set the next day.
- For children enrolled in the toilet training program, the parents must provide flushable wipes and disposable pull-ups identified with the child's name. Please dress your child in clothes that can be easily manipulated.
- For safety reasons earrings, necklaces, and bracelets that pose a safety hazard may not be worn at school. If a child wears a piece of jewelry that poses a safety hazard the teacher will place it in the child's folder for safe keeping.

Absences

Because staff salaries and expenses continue even if your child is absent, full fees are to be paid. If your child is sick and will be absent for the day, dropped off late, or picked up early, please telephone the office by 9:00 a.m. or send a message in Brightwheel. A phone call letting us know will help us and the teachers in planning for the day.

Tardiness and Lunches

All children are expected to be at school by 9:00 a.m. unless they have an appointment. If your child will be late and you need a hot lunch, please notify the office. Please **CALL** not Brightwheel when you need a hot lunch, and you are running late. **NO** hot lunches will be added once the count is sent over at 9:15 a.m. Phone messages will be checked prior to phoning in the daily lunch count.

Show and Tell

Teachers will assign which day students in their classroom will be able to bring show and tell items. They should be interesting and educational. Please bring them in a closed bag with the child's name on it. Do not send fragile items, violent toys, weapons, or scary creatures.

1. Please leave all toys at home except for a soft toy for naptime. Please be sure to label it with your child's name.
2. If for some reason a child's personal toy makes it into the classroom, the teacher will help guide the student to place it safely in their file folder so that it is easy to locate at the end of the day.

Property Rules/Lost Articles

1. Capital Christian EEC will not replace lost/stolen articles or make reimbursement for lost/stolen articles.
2. Students and their parents are responsible for damaged property, (personal, school or church) whether damage was willful or accidental.
3. Lost and found items will be cleaned out periodically and donated to a charitable organization.

To prevent missing articles, please label **everything!** Despite all the care we take, clothing will occasionally get lost or taken home by another child. Please check to make sure that what is taken home indeed belongs to your child. If something is missing, please check the "Lost & Found" located outside of room 4.

Evacuation and Lockdown Drills

1. Emergency drills are held monthly to acquaint your child with emergency procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do.
2. The Early Education Center is equipped with a fire alarm system and fire extinguishers. We train all our employees on procedures and practice regularly. Each classroom is equipped with an emergency bag which will hold students' medications in the event there is a medical need for it. Examples (Epi-Pens, Inhalers)

Emergency School Closure or Dismissal

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of Brightwheel, telephone, and/or the Emergency Broadcast System (EBS). A news bulletin will be broadcast on the following media stations:

KFBK 1530 A.M.

KFIA 710 A.M.

KOVR Channel 13

Students will be released to parents and/or adults listed on Brightwheel or on the emergency cards only!

Unexpected Closures

It is our goal and desire to give parents 30 days notice of any calendar changes that will affect your child's schedule. On a rare occasion an event may arise that requires us to close the school without this 30-day notice. In the event of an emergency closure parents will be notified via the Brightwheel **ALERT** system. In the event of a school closure that lasts more than a day, the school has the right to decide if they will be providing partial reimbursements for closures. Due to licensing compliance requirements and the need to maintain ratios we will not be swapping days for these unexpected closures.

Rest Time

A time for rest (during which each child will rest on a mat) will be a part of each day from 12:30 P.M. to 2:30 P.M. Your child will need a blanket, toddler bed sheet, and a small pillow with his/her name on them. Please place items in a pillowcase which has his/her name on it, too. This will be left at school all week and you are to take it home on Fridays to clean. For non-napping children we do offer the Cougar Club at 1:00, **when adequate staffing is available**. Children will be picked up by Cougar Club staff in their classrooms and taken to either the playground or Fireside Room, dependent on weather. If you desire that your child participate in the Cougar Club, there will be an additional fee to help support the cost of staffing.

Lunch and Snack

Since Capital Christian Early Education Center does not provide a breakfast program, children should have eaten breakfast before they arrive in the morning. If for some reason you are unable to serve it before arriving, we ask that you bring something with you. However, children will have to save their food to eat with snacks, if they arrive after 8 a.m. Lunch is served at 11:30 A.M. and we ask that morning, half-day children, eat with us. You may send a cold lunch or purchase a hot lunch. Menus will be published each month and sent out on Brightwheel and in your child's backpack. If you need an

additional copy, they can be found in the office. Lunches must be paid for in advance using the App “My School Bucks”. We apologize but we cannot accept money in the classroom or office.

It is our practice at Capital Christian Early Education Center to encourage the children to eat the main portion of their lunch first to help establish healthy eating habits. However, we understand that it is their personal right to eat whatever you as the parent provide for them, within our school guidelines. As previously mentioned, please no gum, candy, or soda.

Snacks:

- Nutritional snacks are provided in the morning and in the afternoon sessions.
- The cost is included in your tuition fees.

If your child has any special dietary needs or allergies, please bring this to the attention of the office and the child’s teacher. Allergies must also be noted on the emergency card upon enrollment. Regarding a specific allergy, such as a peanut allergy, careful attention will be given to providing a safe environment, but we cannot guarantee that the child will not be exposed to the food allergen while in attendance. We are nut and allergy sensitive/aware of a not nut or allergy free environment.

Birthdays

If your child has a birthday during the school year, you may send a treat for all the children in your child's class. Please notify your child's teacher in advance of the date. Families are encouraged to bring a snack and a simple pizza lunch is acceptable. However, due to the size of the classrooms we cannot agree to hold an elaborate party for your child within our daily schedule.

Happy Birthday 

Discipline

Character Formation is **greater** than behavior modification. The word tells us, “Train up a child in the way he should go, and when he is old, he will not depart from it.” Proverbs 22:6

One of the primary goals of the Early Education Center is to help young children learn to live and grow in relationships with others. Skills such as sharing, taking turns, and cooperation with teachers and classmates are important for a successful educational future. We believe in discipline that is firm yet loving. We offer appropriate choices to the children to help them develop positive decision making. All teachers have or are in the process of being trained under the California Social Emotional Foundations Program. This program follows a series of steps that help us help each child move to success in understanding their emotions and how to engage others in a healthy way. We use the tools from this program and the word of God, Fruit of the Spirit, to train the children in the way they should go.

EEC School Rules

Each year we have 3 primary school rules that teach the students to live their lives like Jesus did. Our objective is to help your child learn both self-control and expression of feelings in socially acceptable ways. Children will receive a warning for unfavorable behavior, choices that reflect positive choices, and/or be redirected to another activity. If the child chooses not to follow the rules of the school or the teachers' directions, the following disciplinary actions may be taken:

1. **Chill or Calm Down Time:** A calm down time is a time by themselves, away from the other children and the activity at that time. Chill time is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him/herself when he or she is ready to rejoin the group with appropriate behavior. During this time the teacher guides them towards understanding their emotions and choices.

2. **Next Steps:** If attempts to handle discipline situations within the classroom are not effective, the Early Education Principal, Vice Principal, or Head Teacher will come to the classroom to assist the student in working through the behavior by using communication and or walks around campus for a break. If every attempt to get the student's behavior turned around has been made, with no success, the parents will be called to assist with the issue.
3. **Parent/Teacher Meeting:** If the behavioral problem is still taking place after the child has had multiple opportunities to correct his/her behavior or has had a significant behavior challenge, we will request a meeting with the parents to build a cohesive plan to support the child, classroom, and teacher.

In all disciplinary action you will receive a note or will be approached by the teacher to keep you informed of your child's learning. It is very important that we at Capital Christian Early Education Center, work with you, the parent, to maintain stability and security in your child's learning. We believe that many behavioral challenges can be resolved with cooperation between parent and teacher while uniting in prayer together. The continuation of school will be determined by periodic reviews and parent conferences with the Director and the teaching staff. The best interests of the child and the Early Education group, however, will be the final determining factors in continued enrollment. Parents are encouraged to share their questions and concerns and seek the advice and counsel of the Early Education Center staff. Corporal punishment is not an accepted method of working with children at Capital Christian Early Education Center and no child will be disciplined in such a manner while attending this program.

Suspension

In some situations, the principal and teachers may require a 1-3 day suspension at home before returning to school (Note: No tuition refunds are given for this time period.) If every reasonable effort has been made to assist the child in making positive choices, and the child does not comply with our standards, the parent will be asked to withdraw the child from Capital Christian Early Education Center.

Registration and Tuition

The registration fee is payable annually and is to be paid using the online portal or directly with Tuition at the time of registration. Registration fees are not refundable.

The registration/technology fee is payable annually and is to be paid by cash or check at the time of registration. The current registration fee is \$85.00. Included in this fee is a Capital Christian Preschool T-shirt. Fees for students enrolling after February 1 will be reduced to \$55.00. Registration fees are not refundable.

- The monthly tuition is based upon the total school year operational costs, including materials, supplies, equipment, and a well-qualified, educated staff, which has been divided into 12 equal monthly payments. Statements and required payments can be found by logging into your FACTS family portal.
- Payments are due in advance and will be processed through ACH. Each family will be given the opportunity to pick the date they want their funds transferred from their bank to the school.
- If an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection.
- All payments, including registration fees, will be applied to the oldest balance on the account.
- A penalty fee will be assessed for all insufficient fund notifications.
- Enrollment will not be permitted under any circumstances if the account is not paid for in full.
- Each school year, August of each year or sooner, parents will receive an updated tuition fee schedule.

- Parents will receive a minimum of a 30-day written notification of any rate changes.

Because tuition is a monthly fee, NO refunds will be given for illness or vacation. In addition, no credit is given for closure days or holidays as these dates have already been calculated in the annual tuition cost.



Calendar

We are closed for major holidays and a few Teacher In-Service days. There is no reduction in tuition for holidays or in-service training. Please refer to the School Year Calendar for upcoming holidays in which the Early Education Center is closed. Calendars may be picked up in the office at any time or found on the school website, www.capitalchristian.school.

Late Fees

1. Because our staff are contracted for specific hours and often have personal plans for their off time, it is essential that all children be picked up **PRIOR** to the posted closing time! Please be respectful of their time.
2. A penalty of \$1.00 per minute per child past posted closing time will be assessed. **NO EXCEPTIONS!** Late fees will be processed through the Tuition and Billing Department. This money will go to the staff member(s) who must stay past their quitting time.
3. **Continued abuse will result in dismissal of enrollment.**

Withdrawal

A withdrawal form is necessary to withdrawal from Capital Christian Early Education Center. If it becomes necessary to withdraw a student from the Early Education Center, the parent or person responsible for the account must complete a withdrawal form, available in the office. The school requires a 30-day withdrawal notice, fees will be assessed based on the date of withdrawal.

Temporary withdrawals are available for all or part of the summer. Forms need to be completed by Mid-May for billing to be changed in time to reflect the absence correctly. Temporary withdrawals suspend required payments while holding your child's spot in school. Temporary withdrawals during the school year are for emergency purposes only and need the approval of the principal before being issued. All forms are in the Early Education Office.

Immunizations and Physician's Report

Each child is required, by licensing, to have a Physician's Report on file, including a record of current immunizations and the signature of the child's doctor. If the physician's report is not complete at the time of enrollment or within 30 days after enrollment, the child will be excluded from the program. Immunization records must be provided before the child can begin the Early Education program. According to new California State Laws we can no longer accept personal exemptions as a reason for children not having their immunizations. However, we can accept Medical Exemptions. Exemptions and Immunization records must be presented to the school prior to starting. For students who are not up to date on immunizations a schedule for upcoming immunizations is required before starting school. If a child's records are not kept up to date a child will be excluded from the program until all records are current. Unfortunately, due to licensing we are unable to make any exceptions.

COVID-19

Covid-19 shots are not required to attend school but are recommended by the CDC. Staff are also not required to obtain covid-19 shots to work.

Illness & Medical Care

The health and well-being of your child are of primary importance to this program. No child who arrives noticeably ill, with a rash, or fever will be admitted for that day. Please do not send your child to school if he or she has an illness of any nature. If the child has a contagious disease, please call the Early Education Office (856-5630) so other parents may be notified.

Please check your child each morning **BEFORE** coming to the Early Education Center. If you suspect your child is ill, or if any one of the following symptoms is present, PLEASE DO NOT BRING your child to school.

- Headache
- Nausea, or has vomited within 24 hours.
- Listless, drowsy, unusually tearful
- A runny nose with a green or yellow discharge
- Frequent cough or cough that produces green or yellow sputum.
- Sore throat, red throat, enlarged tonsils, or difficulty swallowing.
- Diarrhea or gray/white stool
- Fever within 24 hours. Never send your child to school if he or she has a temperature in the morning, even if you have given the child Tylenol. This only masks the condition temporarily.
- Difficulty breathing or catching breath.
- Red, inflamed eyes; yellow or green drainage from eyes; sores on eyelids
- Unusual rash or spots on skin.
- Unusual discharge from vagina, penis, or rectum
- Open, draining wounds.
- Head lice

HEALTH

Please keep your child home for 24 hours after these symptoms have disappeared. Frequently young children appear well in the morning, with symptoms reappearing in the afternoon or evening when the child is tired. If your child is still ill, he or she is susceptible to a new virus. It is also helpful to encourage your child to wash his/her hands frequently, especially when he or she is sick, as he or she can re-infect himself or others. Thank you for your cooperation. The health of our Early Education students depends on you!

If your child becomes ill while at school:

The parent (or other individual authorized on the Emergency Card) will be notified to pick the child up to take home.

- The EEC has the responsibility for ensuring those children with obvious symptoms of illness, including the common cold, do not infect others. In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted on the classroom door.
- Parents, or authorized representatives, *must* pick up the child within one (1) hour of notification. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100, the child is vomiting, has diarrhea, and/or is unable to function normally at school.

Please report all contagious illnesses (e.g., chicken pox, strep throat.) to the school office. The EEC should know about anything contagious going around.

The child must not return to school until all the following are met:

- The fever has been broken for 24 hours without fever reducing medications.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- 24-hour period has passed since the start of a medication prescribed for a contagious illness.
- The child is feeling well again, and normal behavior has returned.

Medications

Only medication, including “over the counter” medication, that is prescribed or ordered by a physician can be administered at school. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are **NOT** to be kept with the student (e.g., in a lunch box, a backpack, etc.). A Medication Release Form must be completed for each medication. Medication that will be given longer than two weeks requires a physician’s signature on the Medication Release Form.

Incidental Medical Services Plan

Capital Christian Early Education Infant Center staff will support children with the following medical service needs.

- Epi-pen
- Inhaler
- Nebulizer

Prior to medication being on campus and staff providing support parents must have the child’s primary care physician sign and date a physician’s report and provide detailed information on when and how to administer medication. The parent/authorized representative will also sign the physician’s report indicating that they agree with the services being provided for their child.

Medications with the above form are to be placed in a Ziploc bag and kept in the classroom’s Red Emergency Bag. This will ensure that the child’s medication is readily available during times he/she is out of the classroom, including emergency evacuations.

Each child receiving incidental medical services will have their name posted along with the need.

Example: (Joe Martin; Epi-pen-allergic to peanuts)

Each time any of the above medical services are provided to a child the teacher will document it on the child's medication dispense log kept in a secure file cabinet in the classroom, for privacy.

All staff will receive initial training upon hire from the Principal or Vice Principal on how to provide proper medical services. The entire staff will receive regular bi-annual training on CPR and First Aide provided by a licensed Red Cross associate.

Procedures for Providing Care

1. Have the child sit calmly, if possible.
2. For emergency situations signal a coworker to call for support from a supervisor.
3. Retrieve the medication from the Emergency Red Bag.
4. Ensure that you have the correct one for the child being supported.
5. If blood or bodily fluids are present put on gloves.
6. Administer medication exactly as prescribed.
7. Once the child appears to be regulated, dispose of gloves, and perform hand hygiene, immediately.
8. Return the medication to its designated spot.

9. Monitor child.
10. If needed, call emergency services to come to campus.
11. Contact parents via Brightwheel for non-emergency inhaler treatments.
12. Call parents for all emergency support given with the Epi-pen and inhaler.
13. Once the child's situation is stable document medication given on the child's medication dispense log.

In the event of a serious incident licensing must be notified of the incident as soon as the child is safe. The incident must be logged on LIC624 Unusual Incident Report and faxed to the licensing department.

Sunscreen, Lip Balm, and Essential Oils

All Release Forms can be obtained in your child's classroom or in the early Ed office. Sunscreen must be applied in the morning by a family member, and we will reapply after nap/rest time.

Injury

An Incident/Accident Report will be completed on Brightwheel for each accident which occurs at the school. The report will be made as soon as possible following the accident. All Head Injury reports will be sent home with the parent and a copy will be retained in the child's file.

1. The EEC will give appropriate first aid to an injured child to include minor cuts and bruises.
2. A parent or guardian will be contacted, if it is the judgment of the Early Education staff that immediate medical attention is necessary.
3. If it is further the judgment of the Early Education staff that the injury is of an emergency nature, paramedics will be called to the Early Education Center and the parents contacted.
3. A Permission for Emergency Medical Care Form is *required* at registration.

COVID-19 and other Pandemic Illness and Medical Safety Protocol

We follow all the health and safety protocol put in place by the Sacramento County Health Department. Because protocols can change regularly and sometimes frequently, we will post the newest expectations on Brightwheel, send a copy home as well as provide extra copies that can be picked up in the office. If you or your child has been exposed to Covid19 please stay home and contact the EEC office for the most recent protocol/expectations.

General Cleanliness

Children are encouraged and helped to keep themselves clean. Children are supervised in toileting and washing hands. They receive age-appropriate training in personal hygiene to include proper hand washing methods, time to wash hands, and proper toileting procedure. Paper towels are provided for their use. Each child and adult are required to wash their hands upon entering the classroom environment.

School Pictures

We will contract a local professional photographer to take pictures twice during the school year. Pictures are usually done in September and in the spring. Purchase of these pictures is optional.

Parents are given a release form to sign which allows Capital Christian Early Education Center to photograph and/or videotape the children while participating in daily activities and to use the

photographs and/or videos on photographic displays or other publications showing these daily activities.

Field Trips

Due to safety reasons, we no longer do off campus field trips but invite outside guests to come on campus to share with us their talents. All visitors are vetted, and activities are suspended if needed due to health and safety issues.



Communications with Parents

Methods of communicating information, advice, suggestions, etc. between parents and staff are available in various forms. Daily and weekly communications will be provided electronically to all families via the Brightwheel program. This program can be accessed on any electronic device. News of closure and/or special events are posted on the doors, as well as notices of exposure to illness. Parents are informed of the activities of the school through weekly campus newsletters.

Parent Involvement and Volunteering on Campus

Parents are encouraged to help in the classroom during special events and bake for special parties. Parents are also welcome to visit the classrooms before 8:30 a.m. and to attend Chapel on Monday mornings. We require that all visitors, including parents, sign in at the Early Education Office and obtain a visitor's badge. This allows us to be aware of who is always in the Early Education Center, to further ensure the well-being of your child while they are in our care. All volunteers must be processed and cleared through our HR department. Parents will need to be live scanned and complete a short online training course on mandated reporting. Please connect with someone in the EEC office if you are interested in volunteering on campus on a regular basis as there are additional requirements that need to be met including immunizations and TB.

COVID-19 and Pandemic Visiting

To ensure the health and safety of everyone on campus we must at times make changes to the policies and procedures to ensure that everyone is safe. Please know that it is our desire for families to be on campus with the child. However, there may be times that we may have to stop all visiting and volunteering based on the current community health levels.

Rights of the Licensing Agency

The Department of Social Services has the inspection authority to interview children or staff without prior consent. Capital Christian Early Education Center shall ensure that provisions are made for private interviews with any children or staff members. The Department has the authority to inspect, audit, and copy child or childcare center records upon demand during normal business hours. Records may be removed if necessary for copying. The EEC shall ensure that provisions are made for the examination of all records relating to the operation of the childcare center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Resolution of Disputes

It is our hope that all matters can be resolved initially between the parties involved. Because of human nature, at times people become irritated by one another. In Matthew 18:15-17, Jesus gives the model for resolving misunderstandings. Should a concern or dispute arise with a staff member or another parent, you should deal directly with the person with whom you have the grievance. The Matthew 18 principle requires that parents talk to teachers before talking to the Director. Should the matter not be resolved to your satisfaction, a conference with the Director may be scheduled.

Mediation/Arbitration Agreement

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses.)

Supplementary Services

Currently, we do not offer any supplementary services.

Criteria for Determining Placement

To determine placement for each child ages 2.5-5 we use the Ages and Stages Questionnaire as well As the Social Emotional Ages and Stages, DRDP, as well as the DOB of the student. In addition, for those entering our TK Program we will do an assessment of readiness and use the DRDP (Desired Result Developmental Profile). Parents will have access to all results of testing.



**Early Education Infant Center
2023-2024
PARENT HANDBOOK**

Infant Program Handbook Specifics

It is our desire to offer your infant a safe and loving environment during their earliest years. Please look to the Early Education Center Handbook for our mission, vision, and general policies for running the program. This part of the handbooks policies and procedures specific to infants only. For information that relates to every enrolled child please see the main portion of the handbook. All policies and procedures are designed to align with the requirements set forth in the Title 22 licensing handbook that can be found online for further reference.

Infant Needs and Services

Each parent/guardian will need to provide a needs and services plan and sleeping plan, prior to the child's first day. This will help your child's teacher be prepared for caring for your child as well as allowing the teacher to make sure they have asked any pertinent questions prior to caring for your child. The infant needs plan will include questions related to feeding, sleeping, toileting, and any other special needs.

In alignment with our school policy please be aware that we are nut and food allergy sensitive and aware. Along with this we ask that families not provide honey on any items being served to children under the age of one.

Infant bottles may **NOT** be glass, must be made ahead of time, and must be labeled with the name and date. Along with the bottles each food container needs to be labeled and dated. This is a food and safety regulation. If items come unlabeled, we will provide you with tape and a marker to mark them before you head off to work, it needs to be done by you. We ask that you place all items in a lunch box with something to keep items cold. We will move perishable items to the refrigerator in the adjoining room.

Infant Care Personal Needs

- Diapering is an important bonding moment with each child. To provide the best care for your child you will be responsible for providing disposable diapers, wipes, and any ointment specific to the needs of your child. If ointment or cream is needed, please complete a form with the needed medication. Forms can be obtained from the office or your child's teacher. Unfortunately, we will not be able to apply any cream or ointment without written consent. This requirement also applies to sunscreen, if needed there is a separate form available for this. Your child's toileting routine for the day will be reported on Brightwheel. If you feel your child is showing interest in toileting, please connect with your child's teacher so that together you can build a toileting plan for success.
- Bedding
 - Each family is responsible for providing bedding for their child. Please make sure that sheets are fitted toddler sheets for the mats. No pillows for children under 2 will be allowed.
 - Children may use pacifiers, but they may not be attached to clothing and if they fall out during sleeping, they will not be put back in the child's mouth.
- Sleeping
 - Children over the age of 12 months will be encouraged to sleep on a schedule with the other children. However, we will meet the needs of each student and if they need an extra nap, they will be given a place to rest.
- As required by licensing each child will be monitored by sight and sound every 15 minutes for signs of distress including labored breathing. Each observation will be logged, and parents can request a copy, as needed. Each day your child's teacher will provide you with information on your child's sleep pattern via Brightwheel. Capital Christian EEC will follow all protocol put in place to provide a safe sleep environment.
- All feeding routines for the day will be provided to you on Brightwheel. Any unused food, formula, or breastmilk will be returned to you to dispose of.

- Our hot lunch program is outsourced therefore, we will not be providing parents the opportunity to purchase hot lunches until their child moves into the Preschool Program for children ages 2-5.

Illness including Covid-19 and Medication Distribution

- Please see main handbook
- If a child becomes ill at school, they will be kept comfortable while also being separated from the rest of the group. Parents/guardians will be contacted, and your sick child will need to be picked-up within the hour.

Medications

Only medication, including “over the counter” medication, that is prescribed or ordered by a physician can be administered at school. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are NOT to be kept with the student (e.g., in a lunch box, a backpack, etc.). A Medication Release Form must be completed for each medication. Medication that will be given longer than two weeks requires a physician’s signature on the Medication Release Form.

Incidental Medical Services Plan

Capital Christian Early Education Infant Center staff will support children with the following medical service needs.

- Epi-pen
- Inhaler
- Nebulizer

Prior to medication being on campus and staff providing support parents must have the child’s primary care physician sign and date a physician’s report and provide detailed information on when and how to administer medication. The parent/authorized representative will also sign the physician’s report indicating that they agree with the services being provided for their child.

Medications with the above form are to be placed in a Ziploc bag and kept in the classroom’s Red Emergency Bag. This will ensure that the child’s medication is readily available during times he/she is out of the classroom, including emergency evacuations.

Each child receiving incidental medical services will have their name posted along with the need. Example: (Joe Martin; Epi-pen-allergic to peanuts)

Each time any of the above medical services are provided to a child the teacher will document it on the child’s medication dispense log kept in a secure file cabinet in the classroom, for privacy.

All staff will receive initial training upon hire from the Principal or Vice Principal on how to provide proper medical services. The entire staff will receive regular bi-annual training on CPR and First Aide provided by a licensed Red Cross associate.

Procedures for Providing Care

1. Have the child sit calmly, if possible.
2. For emergency situations signal a coworker to call for support from a supervisor.
3. Retrieve the medication from the Emergency Red Bag.
4. Ensure that you have the correct one for the child being supported.

5. If blood or bodily fluids are present put-on gloves.
6. Administer medication exactly as prescribed.
7. Once the child appears to be regulated, dispose of gloves, and perform hand hygiene, immediately.
8. Return the medication to its designated spot.
9. Monitor child.
10. If needed, call emergency services to come to campus.
11. Contact parents via Brightwheel for non-emergency inhaler treatments.
12. Call parents for all emergency support given with the Epi-pen and inhaler.
13. Once the child's situation is stable document medication given on the child's medication dispense log.

In the event of a serious incident licensing must be notified of the incident as soon as the child is safe. The incident must be logged on LIC624 Unusual Incident Report and faxed to the licensing department.

Sunscreen, Lip Balm, Diaper Rash Cream, and Essential Oils

All Release Forms can be obtained in your child's classroom or in the early Ed office. Sunscreen must be applied in the morning by a family member, and we will reapply after nap/rest time.

Classroom Environment

Each environment is set up to meet the needs of the children in that classroom. All toys and items are age appropriate, and all choking hazards removed. The infants have access to their own outside classroom. This is to provide a safe environment that has been set up to meet their needs. Prior to moving outside the environment is checked for all safety hazards.

Supplementary Services

Currently, we do not offer any supplementary services.

Criteria for Determining Placement

To determine placement for each child ages 6 weeks – 2.5 years of age we use the Ages and Stages Questionnaire as well As the Social Emotional Ages and Stages, as well as the DOB of the student.