

CUSTER ROAD CHRISTIAN DAY SCHOOL 2017/2018

Parent Handbook

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www.custerroadchristiandayschool.com

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All About Us

Mission

Custer Road Christian Day School is an extension of the faith and ministry of Custer Road United Methodist Church. CRCDS and its programs foster the spiritual, physical, emotional, social and intellectual development of preschool age children in a secure, loving and stimulating environment.

Academic Goals

Each child is guided and encouraged to develop age appropriate skills and developmental milestones. Our goals are consistent with the Texas Prekindergarten and Kindergarten Guidelines including:

- Social and Emotional Development
- Reading and Writing
- Science
- Fine Arts
- Physical Development
- Technological Applications
- Language and Communication
- Mathematics
- Social Studies

Faith Based Goals

Our goal is to provide a Christian atmosphere where God's love and caring are shown to every child. Grace is said before snacks and meals. The regular curriculum is enhanced with Bible stories, verses, songs and activities.

Preschool and Kindergarten children will participate in chapel time twice a month. This consists of a song, a story, and a prayer. Parents are welcome to attend.

Children's Day Out Curriculum

Children's Day Out is for children 16 months to 23 months(CDO1) and 24 months to 35 months of age (CDO2), on or before September 1st of the current school year. Children are lovingly introduced to what may be their first school experience and will have time for learning, play, lunch and rest. Through group activities and play-learning centers, children will discover art, story time, recreation, music, the Bible, and more. Classes meet from 9:00 a.m. to 1:55 p.m. A detailed daily schedule for each class is posted outside each classroom

Preschool Curriculum

The preschool program is for children ages 3 or 4 on or before September 1st of the current school year. The vertically aligned, developmentally appropriate curriculum was developed in tandem with multiple local ISD curriculum writers and master level teachers. It seamlessly prepares your child for their next

educational steps. Each age level employs thematic units for child initiated and teacher facilitated hands on learning opportunities. These best practice opportunities are supported by a rich selection of learning materials, resources, and enrichment activities designed to establish a foundation for future learning success. Enrichment opportunities include technology , daily music, Bible knowledge and chapel. Classes meet from 9:00 a.m. to 1:55 p.m. A detailed daily schedule for each class is posted outside each classroom.

Kindergarten

Kindergarten is for children turning 5 before September 1st who would benefit from a smaller class setting (no more than 12 children) in a Christian environment.

The Kindergarten class is based on the TEKS (Texas Essential Knowledge and Skills) from the Texas Administrative Code, including but not limited to Language Arts, Reading, Math, Science, Social Studies and Bible knowledge. **Kindergarten TEKS identify the skills and concepts that 5-year-olds are expected to know and be able to do by the completion of the Kindergarten year.** TEKS for Kindergarten are available on the TEA website: www.tea.state.tx.us/curriculum. Children who complete Kindergarten at Custer Road will be eligible to enter First Grade the following year.

Our Staff

Our preK and K staff are degreed in Early Childhood Development and/or Elementary Education, many at the Master level. Preschool and CDO have degrees in Education or other fields, and experience in teaching preschool ages. Many have advanced degrees in these fields All teachers receive at least 24 hours of continuing education training annually, including topics on child development, guidance and discipline, curriculum, health and safety, and the prevention, recognition, and reporting of child abuse and neglect. Teachers are all current in CPR/First Aid training as well. All staff members, including substitute teachers, are required to have a negative tuberculosis test result on file before beginning work.

Discipline and Guidance Policy

At CRCDS discipline is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our teachers use positive methods of discipline which include the following elements:

1. Using praise and encouragement of good behavior instead of focusing on undesirable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Peer modeling and group interaction
5. Using brief supervised separation or time alone from the group, when appropriate for the child's age and development. It is limited to no more than one minute per year of the child's age.

Early Intervention

CRCDS believes that early intervention, when appropriate, is in the best interest of the child. Specialists trained in the field of atypical learning provide the child the greatest benefit for long term success. CRCDS reserves the right to require that parents arrange for their child to be tested for speech, hearing, and/or learning differences through ECI, the public schools or by private services. In addition, we require that CRCDS be informed if a child is receiving, has received or it has been suggested they receive outside counseling or therapy services. This will help us best support the partnership we have with you the parent, in your child's education.

State Licensing

CRCDS is licensed by the Texas Department of Family and Protective Services. State licensing insures legal compliance regarding staff qualifications and training, discipline and guidance, health and safety of

children, appropriate physical facilities and equipment, facility safety and maintenance, and stimulating and appropriate student activities. A copy of the Texas Department of Family and Protective Services Minimum Standards for Licensed Childcare Operators and CRCDS's most recent licensing inspection report is available for your review in the school office. The local licensing office can be reached at 469-229-6906.

Additionally, the Child Abuse Hotline is 1-800-252-5400 and the Texas Department of Family and Protective Services website is www.tdprs.state.tx.us.

School Calendar

The CRCDS school year is from September until May and closely follows the PISD school calendar. A complete school calendar will be issued at parent orientation and can also be found at www.custerroadchristiandayschool.com. School hours of operation are 9:00 a.m. to 1:55 p.m. Monday through Friday.

School Closings

The safety of the children and their families is of utmost importance when decisions are made concerning the opening of school on bad weather days.

- When Plano ISD schools close or open late due to inclement weather or other regional emergencies, CRCDS will be closed.
- If Plano ISD schools close early due to inclement weather or other regional emergencies, CRCDS will close early. In the event of an early closure, a text alert will be sent to all parents via the Bloomz app. It will be placed on the school's voice mail system (972-491-0510) and an email message may be sent to all families.
- Plano ISD school closing information can be found at www.pisd.edu. Public school closings are also announced on TV channels 4, 5, 8, and 11 and on many radio stations including KRLD and KVIL beginning at 6:00 a.m.

CRCDS **will not** make up days missed due to inclement weather or other regional emergencies.

Administrative Policies and Procedures

Enrollment and Tuition Fees

CRCDS is a non-profit organization. The tuition for each school year is determined by the school's yearly budget requirements. **The assessed tuition is then divided into nine equal monthly payments with the last month's (May) tuition payment being due up front August 1. The last month's tuition is not refundable if a child withdraws from school before the end of the year.** Tuition is due on the first of each month and late after the tenth. A \$20.00 late fee is assessed on any tuition received after the tenth of the month. A \$15.00 returned check fee is charged for all returned checks. Please make checks payable to CRCDS. Payments may be brought to school or mailed to:

Custer Road Christian Day School

6601 Custer Road
Plano, Texas 75023-3204.

There is a 10% discount on the tuition of each additional child for families with more than one child currently enrolled in the program. The sibling discount is NOT applied to the once yearly enrollment fee.

An annual enrollment fee is due to secure your child's spot upon registration. The Enrollment Fee is NOT REFUNDABLE.

Please make arrangements with the office if a receipt for your child's tuition is required.

When extended absences are planned, full tuition payment will be required in order for a place to be held in the same class with the same students and teachers. Without full tuition payment, returning students will be readmitted as space becomes available.

In CDO 1 class (room 105) ages 16-23 months, if you choose to bring your child on days other than the day(s) they are enrolled (if there is space in the class), there will be a \$40 drop-in fee per alternate day payable the day of the drop-in(s). You must get prior office approval before dropping in your child. Teacher preparation is based upon existing class count determined by parent day(s) choices upon enrollment.

Policy Changes

All CRCDS policies are included in the parent handbook which can be found on our website. Parents annually sign an agreement that they have read, understand, and comply with the parent handbook. Parents will receive written notice of any policy changes occurring after enrollment during the school year. The Parent Handbook may change from school year to school year, it is the parent's responsibility to check changes at the beginning of each school year and comply with the rules spelled out within the Handbook.

Withdrawals

If you need to withdraw your child from CRCDS before the end of the school year, two weeks written notice is required.

Disenrollment

Disenrollment is at the discretion of CRCDS administration and will be determined on an individual basis. Disenrollment may be invoked for such reasons, but not limited to: significant reoccurring behavior issues, special student needs that are not best met in the general education large group setting or are detrimental to other students in the class, parent refusal to arrange for or disclose diagnostic testing and results, late fees and or payment in excess of 2 months, frequent tardiness at student pick up (see late pick up policy and fees), and other reasons at the discretion of the school administration. Parent contact will be made no less than 3 times in the form of parent/teacher conferences, parent/teacher/administration conference(s) and anecdotal documentation will be required to show proper communication has taken place.

Student Records

The following forms and fees are due to the school office prior to admission. Your child will be prohibited from attending the first day of school if the required information is not complete.

- Enrollment fee (non-refundable, due at time of registration)
- The last month's tuition (for May, due on August 1)
- Enrollment Form (due on August 1)
- Information Sharing permission form (due August 1)
- Current Immunization record signed by physician or the state's Affidavit for Immunization exemption signed by a notary (<https://corequest.dshs.texas.gov/>). All immunizations required for each age must be up to date or affidavit must be presented prior to school admission.

- Doctor's Statement with Physician's signature (stating that child is healthy and able to attend childcare) and with Vision/Hearing screening confirmed.
- Food Allergy Emergency Plan (FAEP) must be on file for any food issues. If you have a physician signed FAEP, please send your child with an alternate snack each day your child is here. If you do not submit a FAEP, no food allowances will be made.
- Forms may be submitted online at www.custerroadchristiandayschool.com and are also available in the CRCDS office. A Physician signed hard copy of the Physician statement must be on file in the CRCDS office. Parents are responsible for keeping current emergency numbers and release authorizations on file at CRCDS.

Vision and Hearing Screening

The State of Texas requires that all four and five year olds in group care have a hearing and vision screening exam. If you would like to have that screening done at school, we have contracted with Speech and Language Services of North Texas, LLC to provide this service. Screening at school is typically completed in October. If screening is completed at a Physician's office, a signed copy of the screening must be provided to the school.

Student Drop Off and Pick Up

- Children should be brought to the classroom door in the morning, signed in on the classroom clipboard, picked up at the classroom door after school and signed out on the classroom clipboard. For your child's protection, please complete all sections of the sign in sheet.
- The doors into the classroom area and the individual classroom doors will remain closed until 8:55 a.m. Those arriving before 8:55 a.m. will wait in the hallway until the doors are opened.
- The bottom half of classroom doors will remain closed at all times. Doors will be opened by the teacher to admit one student at a time.
- Children arriving later than 9:15 should be brought to the school office. A staff member will take your child to the classroom.
- If you need to pick your child up before 1:55 p.m., please report to the school office, and a staff member will bring your child to you.
- In order to preserve our academic day, we request that you refrain from picking up your child up prior to the end of it...(2 year olds will begin nap approximately at 1:00, 3 year olds will have a quiet time beginning at approximately 1:30) Whenever possible, please do not pick up your child prior to those times.
- To help maintain order in the classroom, we ask that parents say a quick goodbye at the classroom door in the morning and wait outside the classroom for the teacher to dismiss the children at the end of the school day.

Dismissal to Another Person

In accordance with state law, we must have the names on file of the persons to whom your child may be released when you are not able to pick up your child yourself.

- A CHANGE OF PICKUP must be submitted to the school office at drop off time, **WHENEVER A CHILD IS TO BE RELEASED TO ANYONE** other than a parent or guardian including those named on the childcare enrollment agreement.
- If an emergency occurs during the day and your child will have a change of pick up that day, and email message must be sent to the office by a parent.
- If a child is to be released to a person unknown to the CRCDS staff, the parent should provide that person's driver's license number. The person picking up your child should be prepared to present their license upon arrival at the school.

Late Pick-up Policy

CRCDS closes at 1:55 PM. Parents are expected to pick their children up promptly. If for some reason you cannot pick up on time, you must call to let us know no later than 1:50 PM. Penalties for late pick up will consistently be assessed as follows:

- At 2:05 PM a \$10 fee will be assessed.
- An additional \$10 will be added to any fee if we have not received a courtesy call by 1:50 PM
- \$1/minute for additional minute(s) will be added for every minute past 2:10 PM.

Payment of penalty is due no later than the next scheduled school day.

Failure to promptly pay assessed penalties could result in disenrollment.

School Visitors

Forgotten lunches, snacks, rest mats or other items should be brought to the school office and will be delivered to your child's classroom by a staff member.

Parents are encouraged to visit school and do not need to secure prior approval to observe their child. All visitors must stop by the school office when arriving and before leaving.

Parents must notify the CRCDS director and classroom teachers if a child development professional will be coming to observe their child. This individual must present identification and professional credentials (badge, business card, etc) or return at a later date with proper identification.

Registration Policies

CRCDS does not discriminate in enrollment on the basis of race, color or national origin.

CRCDS holds an at large registration each year in early January. Currently enrolled families will get multiple notices regarding open registration before it actually starts. CRCDS will enroll students on a first come, first served basis, based on receipt of enrollment fee. This enrollment fee, once paid, secures your child's spot for the coming school year.

A waiting list is maintained throughout the current school year to fill any openings that may occur during that school year. The waiting list does not carry over from one school year to the next.

We welcome parents of special needs children and encourage them to register their children for CRCDS. Before the registration can become effective, CRCDS staff members will meet with the parent and child to make an evaluation. This will enable the school to identify the needs of the child and the ability of the program to meet those needs while providing a quality experience for the special needs child and for the other children in the classroom.

Class Placement

All class and teacher assignments are made in August by the CRCDS administration, based on but not limited to the following factors:

- Day choice as determined by parents.
- Age of each child as of September 1st of the current school year.
- Teacher input.

Every effort is made to ensure that each returning child has someone (a boy or a girl) in their class from their previous year's class.

Solicitations

Invitations to home-based business demonstrations and/or product catalogue, or sports signups, may not be distributed at school.

Health and Safety

Illness/Injury Policy

- Any child that arrives at CRCDS noticeably ill (exhibiting a rash, a fever, heavy nasal discharge, or other signs of illness such as vomiting, diarrhea, or persistent cough, etc.) will not be admitted for the day. A child exhibiting any of these signs of illness must be symptom-free without the aid of medication, prescribed or OTC, for 24 hours before returning to school. Although these symptoms may not be contagious, their management may require excessive teacher time.
- If your child becomes ill at school, you will be notified immediately and required to come and pick up your child. Parents will be notified to pick up if a child develops a temperature reading 100 degrees or higher. As such, please be sure the school office has your most recently updated cell phone number and that phone is with you with ringer on at all times while your child is in school.
- If your child is hurt or otherwise put at risk while at school but does not require emergency treatment, you will be provided with a written incident report signed by the teacher and the director. In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified.
- Parents must notify the school immediately if their child contracts a communicable disease. Further, if your child is absent, please notify the school office as to the reason for absence.
- Parents will be notified if a communicable disease or lice infestation is reported in their child's class.
- A child with a communicable disease will not be allowed to return to the classroom until released by a doctor.
- Staff members receive CPR and First Aid training and as mandated by Texas DPFS and are prepared to handle medical emergencies.

Medication At School

No medication (except for medication required to control a life threatening situation) will be given at school by the CRCDS staff. If your child requires medication during the school day, a parent will need to come to school to administer the medication.

Please do not send medications to school in your child's tote bag. Any medication required to control a life-threatening emergency, must be checked in to the school office and may be kept in the child's classroom depending upon need. A Medication Administration Authorization form must be completed for each medication. All medications kept at school must be in the original container with physician's dosage instructions. No medication will be administered if beyond its expiration date.

No sunscreen or bug spray may be applied at CRCDS by teachers or parents. Parents are free to apply these on their child prior to arrival at school.

Peanut/Tree Nut Policy

Any food item that lists peanuts, peanut oil, tree nuts, or tree nut oils as an ingredient or is produced in a facility that also processes peanut and/or tree nut products or may contain traces of peanut/tree nut products will not be purchased and/or served by CRCDS for any purpose. The selection of all food items purchased and served by CRCDS will be based upon the ingredient list as printed on the package label. (See appendix A). These items may not be brought to school by families.

Meals and Snacks

- Parents should provide a healthy breakfast for their child before arriving at school and a healthy, balanced lunch to be eaten at school. Teachers have a lunch suggestion handout available upon request. CRCDS is not responsible for the nutritional value of parent-provided meals and snacks or for meeting the children's daily nutritional requirements.
- CRCDS must adhere to the state mandated allergy policy. Any child with a food allergy **must** have a FAEP – Food Allergy Emergency Plan **signed by their physician** on file at CRCDS in order for CRCDS to comply with any food requests.
- Parents should provide a leak proof, reusable, labeled water bottle each day that will be used at snack and lunchtime. The water bottle should be no larger than 16 ounces.
- CRCDS requires that parents prepare and send peanut/tree nut -free lunch items for their children. Lunch items containing peanut/tree nut food items will be returned to the parents. Questionable food items may or may not be served.
- CRCDS will provide a daily snack to be served at midmorning. All snacks purchased and served by CRCDS will be free of peanuts and/or tree nuts and will be prepared in a facility that does not process peanut or tree nut products. If your child has a food allergy **with a signed FAEP on file** please provide a mess/spill free dry snack that best fits with their personal food options. See birthday celebrations section for guidelines
- Holiday party snacks provided by parents must be commercially prepared and brought to school sealed in the original container and labeled with a legible ingredient list. Any snack with peanut/tree nuts, produced in a facility that processes peanut/tree nuts, may contain traces of peanut/tree nuts, or is not in a sealed and labeled package will be returned to the parents. (See appendix A)

Breastfeeding Accommodations

Custer Road Christian Day School has a room on-site which allows a comfortable and private location for breastfeeding mothers.

Rest Time

Children in our CDO classes have a supervised rest period after the conclusion of the academic day (starting approximately at 12:30 for our CDO 1 class, and 1:00 for our CDO 2 classes). A cloth bedroll or towel is required. Our 3's classes have a 20-30 minute quiet time in the afternoon, starting approximately at 1:30. Should you need to pick up your child before the end of the school day at 1:55, we ask that you make every effort to do so after the conclusion of the academic day for your child's age level(listed above). A light blanket or large towel is required. No nap mat or towel is needed in the 4's or kindergarten classes.

Custer Road Christian Day School Biting Policy

Biting is a common developmental behavior for some toddlers between birth and 3 years of age. Biting is a form of communication and is frequently about dealing with stressors, teething, frustration, inadequate verbal skills, change in environment, or to feel a sense of power or control. At CRCDS we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children.

That being said, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a day school with young children, we understand that children biting other children are one of the most common and most difficult behaviors to deal with in group settings. It often occurs without warning, can be difficult to defend against, and provokes strong

emotional responses in the biter, the victim, the families, and the teachers involved. For some toddlers, the biting stage is a passing issue. Toddlers try it out as a way to get what they want from a peer. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a means to an immediate reaction; however, they also experience the disapproval of adults and peers and learn another form of communication works better. For other toddlers, biting becomes a persistent and more chronic or frequent problem. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children or staff that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. In compliance with NAEYC and licensing confidentiality guidelines, CRCDS staff will maintain complete confidentiality of all children involved with notifying parents that their child has been bitten or bit another child.

In order to alleviate some of the possible triggers for biting, CRCDS has many practices in place that are known to help prevent incidences of biting in young children.

- Nurturing relationships with professional teachers that have at least 24 hours of early childhood professional development yearly
- Classroom environment that supports small and large group activities and sharing
- Targeted social-emotional support like having a daily routine for consistency to alleviate the stress of ‘what’s next’, talking about feelings/emotions/friendship

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, CRCDS, after consulting child care experts and publications, has developed the following plan of action:

When Biting Does Occur:

Our staff verbally disapproves of the biting. The staff’s job is to keep all children safe while attempting to help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. Special attention will be given to comfort the child.
2. First aid is administered to the bite. It is cleaned with soap and water and antiseptic wash. If the skin is broken, the bite is covered with a bandage. Should the wound require immediate medical attention, appropriate action will be taken and parents will be notified immediately.
3. For less severe bites, parents are notified by teacher at student pick up

For the child that bit:

1. The child is immediately removed with no emotion, but the teacher using words such as “biting is not okay – it hurts your friends!”
2. The child will be talked to on a level which s/he can understand, “I know you want the truck, but you cannot hurt your friend. We don’t put our teeth on people.”
3. The child will be removed from that area and may be redirected and/or may be placed in time out for no longer than the child’s age (one year old, one minute).
4. The family is notified and the “Parent Contact Form” is filled out documenting the incident.

When Biting Continues:

1. Classroom staff and administration will confer, advise, support and discuss the context of the biting incidents.
2. The child will be observed by the classroom staff to try to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

If a child bites twice or more in a 5 hour period, the child will be required to be picked up from school for the remainder of the day. This will not count towards the 2 day at home intensive parent training.

1. If a child inflicts 3 or more bites in the span of 3 or fewer class days, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. This may be brief at the door or via electronic or phone communication.
2. If the child **again** inflicts 3 or more bites in the span of 3 or fewer class in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will remain at home for their next 2 regularly attended school days, so that the parents may begin an intensive parent training period with the child.
3. If a child once again inflicts 3 or more bites in the span of 3 or fewer class days in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents may be asked to make other school arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 school days) without biting, we will go back to step one if the child bites again.

Emergency Preparation

The safety of our students is our number one priority and school policies are designed for the protection of all students. The CRCDS Emergency Plan is established in consultation with safety experts from the City of Plano. Our Emergency Plan is known to all staff and the written plan is available for parent review in our office. We practice regular evacuation and shelter in place drills.

In the event of fire, severe weather, toxic or biological hazard, or any other circumstance requiring evacuation of the school or relocation within the church building, parents may not be able to reach us by telephone. We will contact families by cell phone through the Bloomz app text alert at a time when it is reasonable to do so. In an emergency situation, parents can help us best by staying near one of the mobile telephone numbers provided to us on the Childcare Enrollment Agreement. In the event of an emergency, all parents and guardians identified in the child's admission file will be notified either by phone, email, or text message of the operation's status, approximate duration of the emergency and when children will be available for safe pickup. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement **Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important emergency communication.**

Parking Lot Pointers

At arrival and dismissal times, parents may park in any legal parking space and use the building entrance most convenient to their child's classroom. There is only one entrance to the parking lot which is at the traffic signal and one exit which is at the north end of the parking lot. All traffic must travel in a clockwise pattern around the building. Please maintain a speed of 10 mph or less and be prepared to stop for pedestrians and other vehicles. Always be sure to have your children firmly by the hand when walking in the parking lot.

Animals at School

If your child would like to bring a family pet to school, you will need to notify the school office 10 days before the visit so that written notice can be given to the other families in the class. Documentation of vaccination must accompany dogs, cats and ferrets. Chickens, ducks, snakes, turtles, lizards, iguanas, and amphibians are not allowed at school due to the risk of spreading *salmonellosis*.

Drug Free/Gang Free Zone

CRUMC/CRCDS is a Drug Free/Gang Free zone. Under the Texas Penal Code, criminal offenses related to organized criminal activity or the use of illegal drugs are subject to harsher than usual penalties if they occur within 1000 feet of our facility. Smoking is not permitted within the CRUMC/CRCDS building.

Communication

Communication with Parents

Upon enrollment parents are asked to download the free Bloomz app for school communication purposes.

CRCDS encourages parents to contact the Director and/or the teachers with questions or concerns. However, conferencing with the teachers at the classroom door during the arrival and departure of the children is inappropriate. Please understand that the children come first during class time.

Our main method of communication is through the Bloomz app, so parents must download the free Bloomz app as soon as possible to ensure you are receiving school news and updates. Parents may be informed of activities through monthly newsletters, e-mail/text reminders, calendars and the posting of lesson plans, daily schedules, and illness alerts.

If you wish to speak with your child's teacher, you may contact them through the Bloomz app. Teachers are busy caring for your children. Messages may take up to 24 hours to be returned. If your message is urgent, please call the school office at 972/491-0510.

You may communicate with the school through email at lschafer@crumc.org.

A wealth of information can also be found on our school website at www.custerroadchristiandayschool.com.

Please visit our site frequently for updates on events, new photos, newsletters, etc. You will also see what's going on in the daily life of our school when you visit and like our **Facebook** page.

CRCDS Advisory Committee

CRCDS operates with guidance from the CRCDS Advisory Committee that meets at least five times each year and corresponds frequently electronically. The advisory Board is composed of:

- The CRUMC Executive Administrator
- A CRUMC church member

- The Day School Director
- Parent representatives

Parents wishing to express their thoughts on school matters to the Committee must do so in a letter detailing their thoughts and submitted to the CRCDS Director who will present the letter to the Committee.

Getting Acquainted

Parent orientation is held in the evening for PARENTS ONLY before school begins. At orientation, parents have an opportunity to meet the director and the teachers and to receive specific class information and ask questions.

Children and parents also have the opportunity to visit the classroom and to meet their teachers before school begins.

The specific date and time of these meetings will be announced in the summer prior to school.

Classroom Visitation

During the first month of school, the teachers are working with the children to establish classroom routines and schedules. We ask that parents wait until after this initial period of adjustment before visiting the classroom.

Parents are welcome to observe their child's class at any time through the one-way windows. Consult your child's daily class schedule to determine a time when the children will be participating in activities in the classroom.

CDO (1's & 2's) Observation Forms

An adjustment and progress update will be distributed to parents of Children's Day Out students in November, and a more comprehensive progress report at year-end. The purpose of these is to inform parents about the child's adjustment to school, preferred activities and classroom behaviors. CDO classes do not have formal parent/teacher conferences.

3's/4's/K Progress Reports and Parent/Teacher Conferences

Two days each school year are set aside for parent/teacher conferences for three and four-year olds and Kindergartners. Parent-initiated conferences are welcomed any time. If you would like to speak to your child's teacher, please contact your teacher(s) directly through the Bloomz app, and a teacher will contact you as soon as possible.

Parent Volunteers

CRCDS has several activities throughout the school year that require the assistance of parent volunteers. We will make these needs known through a sign up in the Bloomz app. These activities might include becoming a room parent, classroom parties, music program costume and set design, setup and cleanup of Thanksgiving Feast and other special events and enrichment programs. They may also include more clerical assistance like counting out teacher copies, cutting, laminating, and help with Scholastic book orders, etc. Parent involvement directly in the classroom in the younger CDO classes is not as necessary and often causes student stress due to the number of children still experiencing separation anxiety, but we welcome the help in other school wide opportunities.

Birthday Celebrations

Birthdays are very special events for young children, and they love to share them with their friends. On their special day children will wear a crown, sit in the birthday chair and have a birthday photo taken. Additionally:

- Due to rising numbers of children with life threatening allergies, outside goodies are not accepted for birthdays, CRCDS will provide the daily snack.
- Party favor bags are not allowed.
- CRCDS will provide birthday paper goods to be used during the day to further highlight the special day
- Every child in your child's class **must** receive a birthday party invitation in order for them to be distributed at school. Class lists including addresses, e-mail addresses and phone numbers are available upon request. Please send invitations from your home if all classmates are not included for the event.

Holiday Parties

Our preschool classes will celebrate Christmas, Valentines and Easter with classroom holiday parties. Parents may volunteer to help with a variety of teacher-directed activities possibly including food preparation, craft projects, stories or games. Notification of these volunteer opportunities will be made available through Bloomz.

What to Bring/Not Bring To School

Appropriate Clothing

- Parents should send their children to school in washable play clothes that can get dirty.
- Tennis shoes are best. NO open toed shoes or light up shoes allowed.
- Parents must send a change of seasonal clothing including socks and underwear to be used in the event of accidents/emergencies. We gladly accept donations for these items in the school office.
- We go outside in cold weather so children will need a warm jacket or coat with a hood.
- All clothing (especially coats sweaters, hats and mittens) should be labeled with the child's name. All items not claimed by the end of the school year will be donated to charity.

Supplies to provide from home:

Each child will need:

- CDO and 3's classes need a **tote bag** open at the top and large enough to hold a change of clothes, lunch, and a rest mat. The bag needs to be able to hang from a hook and must have the child's name clearly printed on the outside of the bag.
- 4's classes and Kindergarten bag requirements are at the teachers' discretion.
- A **change of clothing** including socks and underwear. The change of clothing will need to be changed out with the seasons.
- A **leak/spill proof, reusable water bottle filled only with water**. Your bottle should be no larger than 16 ounces.
- A **lunch**. Please bring finger foods appropriately pre-cut up for your child. Sandwiches, deli meats, cheeses, fruits, chips, crackers etc. work best. Refrigerators and microwaves are not

- available. Lunches and snacks must not contain peanuts, tree nuts, peanut/tree nut products or be produced in a facility that also processes peanut/tree nut products. (See appendix A)
- **Quiet time items:** CDO and 3's - A cloth bedroll or towel for quiet time.
 - Toys should be left at home unless requested by the teacher for show and tell or other special activities.
 - Children's Day Out (1's & 2's) families will need to provide at least three diapers a day with their child's name written on the front.

Tips for a Successful Preschool Experience

- ✓ Exhibit a positive attitude toward school.
- ✓ Allow ample time getting ready for school so that your child will not be hurried.
- ✓ Bring your child to school on time. Entering a classroom already in progress is difficult for many children.
- ✓ Please be prompt for pick-up. Many children become upset and worry when the parent is late.
- ✓ Please pack a well balanced and nutritionally dense lunch each day your child attend...
- ✓ Think of the teachers as friends who want to know about your child in an effort to provide your child with a happy and successful preschool experience.

- ✓ Please let us know of any changes that might affect your child, such as medications, new baby, family circumstances, visitors, or moving.
- ✓ If problems arise, please talk to your child's teacher and/or the Director.
- ✓ When looking at the work your child brings home, please remember that the process (thinking, doing, feeling, experimenting) is more important than the finished product.

- ✓ Please check your child's tote bag each day for notes from school.

