



Christian Life Academy

Pre School & K Handbook 2016 - 17

Este manual de instruções está disponível em português. Se necessitar de uma cópia, por favor solicitar-lá no escritório principal.

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PRE-SCHOOL – KINDERGARTEN HANDBOOK

Christian Life Academy has been established by First Assembly of God as a means of providing fun and exciting learning experiences in a warm Christian atmosphere for Pre K3, K 4, and Kindergarten students. It is supervised by a School Board and the church's executive body. All workers are chosen for their Christian character, love of children, training, and experience.

GENERAL INFORMATION

ADMISSION: CLA admits students, of any race, color, and national or ethnic origin.

K 3 (Nursery 3) - The school accepts children who will be three by November 1st. The child should be toilet-trained (no pull-ups) and able to express himself well enough to make his basic needs known.

K 4 (Nursery 4) - Students need to be 4 by November 1st. The K 4 program is a reading readiness, phonics-based preparation for kindergarten.

Kindergarten – Students need to be 5 by November 1st. A Kindergarten Readiness Evaluation is required for all new students and for those K4 students recommended for testing by their pre-school teacher. Parents will be notified by letter as to the decision of the evaluation committee. The registration fee is non-refundable. * Please note that the “gift of time” is highly recommended for children. To insure that no child is misplaced, all new enrollees will be considered to be on a 45- day probationary period.

CLA offers a full day Kindergarten. The morning hours will consist of Bible, phonics, math, reading, manuscript writing and free choice centers. Afternoons will consist of lunch, rest, recess, “specials” (music, gym, art, spanish) health, Social Studies and remedial work.

SCHOOL HOURS:

K3: 8:25am - 3:10pm

K4: 8:25am - 3:10pm

K: 8:25am - 3:10pm

The Pre-School & Kindergarten day begins at 8:25am, doors open at 8:15am.

K3: There are 2 options - five full days or three full days, Monday, Wednesday, & Friday.

K4: There are 2 options - five full days or three full days, Monday, Wednesday, & Friday.

K: The Kindergarten is five full days.

Days may not be substituted if a child is absent.

Snow emergencies, delayed- opening, school cancellation, or early dismissal will be announced on WLAD 800 am, WINE 940 am, on Channel 8 and Channel 6 or, on the internet www.ctweather.com. Schedule to follow on a 2 hour - delay:

10:25 a.m. Students may start arriving

10:30 a.m. School begins (there is NO Before Care)

3:10 p.m. Normal dismissal time

Weather Early Dismissals

11:30 a.m.-unless notified of a change

ARRIVAL: Sign your child in upon arrival for your K3 or K4 student. Be sure to list the name of your alternate pick-up if it is someone other a parent. Please also let the teacher know. At 8:15 the teacher will open the classroom door and allow you to walk your child into classroom. Please help your child learn to put away his/her lunch box and hang up his /her coat independently.

Kindergarten parents, after the first few days of school, are asked to allow your child to walk independently to their classrooms. The Kindergarten classroom door opens at 8:15am. Kindergarten parents may drop their child off at the car line. A teacher will be waiting to direct them. This will help them to be more self reliant as they move up.

Tardiness: The first half hour of free play for the Pre-School is an important part of their day. The kindergarten day begins promptly at 8:25am with pledges. Please note that there is no morning playtime in kindergarten and that students arriving after pledges will need to stop in the office to receive a tardy slip before walking themselves to the classroom.

In order to facilitate a safe access for our buses, parents are asked to **avoid driving through the canopy for any reason**. Parking spaces can be accessed from the back end of the parking lot. Also, avoid parking in the lane immediately after the canopy. This is the lane the buses exit after dropping off or picking up children. Please always drive with caution on our school property.

DISMISSAL: Pre-School ~ K3 and K4 parents will wait in line outside the classroom door. At dismissal time, the teacher will open the door and call each student, one at a time, as parents arrive. In the first few days, as students are learning to wait until they are called, it would be helpful for parents to stand away from the child's line of sight. Please be courteous to our teachers and be on time for pick-up. Should you be running late, a phone call would be appreciated. Always remember to "sign-out" your child.

Kindergarten students will be dismissed from the front door when their names are called. Kindergarten students may be dismissed to an older sibling (Grade 3 and up) and be picked up at the car line.

Kindergarten Bus Students must have a written note to the teacher and a phone call to the office for any bus changes – ex. If a student will be picked up at the school or will go home on a different bus.

LATE FEE - If a child is not picked up at the proper time, calls are made to the parent and/or the emergency numbers to find out about the delay. Extended Care runs from 3:20 – 5:30 pm each day after school for K3 through Grade 8 students. A fee is charged for use of this service. Please ask for assistance in the CLA office should you have need of this service. Students not picked up by 5:30 pm will need to sign a pick up sheet. You will be charged \$5.00 per every five minutes you arrive after 5:30 pm.

PRE-SCHOOL DRESS CODE: K3 and K4 – Ordinary play clothes in keeping with the weather are most suitable, closed shoes or sneakers are best for outdoor play. Please keep in mind that the children do play outside and in the sandbox. We request the children **not** wear clothing with super hero logos. Be sure to provide your child with boots, hats, mittens, and other necessary items for outdoor play. Boots should not be worn in the classroom. **All loose items**

should be marked with your child's name. Please help your child help himself by dressing them in clothing they can manage without help.

K 3 and K 4 students need to bring in a change of clothes (please undergarments and socks). These clothes may need to be changed seasonally or as the child grows. Please bring these clothes in the first week of school.

KINDERGARTEN DRESS CODE – Please see page 9.

SNACK AND LUNCH: K3 and K4 will enjoy 2 snacks times and a lunch period - Each day you will be required to send in snacks & a **lunch (for full day students) for your child. One snack for half day students. Snacks and lunch should be packed separately. One or two nutritious items and a drink are sufficient for each snack. Please include a napkin and an ice pack. Remember that cubbies are shared so it is difficult to accommodate over-sized lunch boxes. We ask that you **do not** send “Go-gurt” or other liquid yogurt. Also, red juice is difficult to remove from carpet when spilled. We urge you to pack water for effective hydration. Please do not send in food that requires the teacher to cook it.

Kindergarten – Snack and lunch should be packed separately. Have snack in a small brown bag and lunch in lunchbox. At arrival time the students will be instructed to place the snack bag on his/her side of the cubby and his/her lunch on the shelf above the cubby. We ask that you **do not** send “Go-gurt” or other liquid foods. Please do not send in food that requires the teacher to cook it.

Pre-school and K: Please do **not send in candy or foods containing peanuts or tree nuts. Parents will need to check with the teacher prior to bringing any food items to school as there are a number of children with serious food allergies. Also, remind your children not to share foods at school.

The Hot Lunch program is optional. You may opt to participate in the school lunch program (monthly) or you can choose to send a lunchbox with your child. In the event a child forgets his/her lunchbox, then he/she will be given the school lunch, when possible, on that day we will charge your account. Lunches brought to school should be healthy and well balanced. It is the parent's responsibility to provide a lunch that is consistent with a balanced diet. A diet is considered well balanced when a child eats something each day from each of the four food groups. Since meals are made by a local caterer, CLA reserves the right to change the lunch menu at any time. Credits will be issued for paid lunches only on snow days or days that are cancelled by the school. A credit will not be issued for student absences or tardies, as the orders are placed ahead of time with the caterer.

HEALTH AND SAFETY: A current health form is **REQUIRED** by the Connecticut Department of Health and must be filled out by a physician **BEFORE** your child begins school. Children are also required to have proper immunizations. If your child has an allergy of any kind, please let us know.

Please do not send your child to school if he/she has a fever, sore throat, severe cold or cough (*please see guidelines for keeping your child home). The school should be notified if the child has been exposed to any communicable disease. Notifying us if your child is to be absent and why would be appreciated. It is important that we are informed of any changes of address,

phone number, or place of employment so we can reach you in case of an emergency. Permission for another person to remove a child from our school **must** be made by **written request**.

***Guidelines for keeping your child home:**

1. A fever of 100.5 F or above within 24 hours of attending school. Children must be fever free for 24 hours without medication prior to returning to school.
2. Antibiotics should be given for at least 24 hours prior to school entry if they have been prescribed.
3. Vomiting or diarrhea within 24 hours of school.
4. Red, itchy eyes with or without drainage. Conjunctivitis should be treated with prescribed drops for 24 hours prior to re-entry to school.
5. Any unusual rash until proper diagnosis is made.

Non-Prescription Medication

A Christian Life Academy trained staff member will administer non-prescription oral, topical medications, diapering, and teething ointments. **All medications must be brought to the school in their original containers.** Cough drops are considered medication and will need to be sent in with an "Over the Counter" medical form. Proper forms must be filled out by a parent/guardian before any medication will be administered.

All staff are trained annually in the use of oral, topical, and injectable medications by the CLA registered nurse, as well as in methods for proper identification of side effects. A training certificate is issued to each staff member upon the completion of the course.

Administration of all Medications

The school will store and administer prescription medication (including inhalers & epi-pens) as well as non-prescription medication (oral and topical). Prescription medications will be given with accompanying physician's order and parent's signature. Children will be allowed to self administer inhalers and epi-pens, only if their physician's order permits self-administration and a parent's signed permission form is on record.

All medications must be in their original container and clearly labeled with the child's name, prescriber's name and address, drug name, and directions for use.

Except for non-prescription medications and pre-filled injectables (i.e. epi-pens), all medications will be stored in a locked cabinet in the nurse's office and, if directed by a manufacturer, will be refrigerated. Controlled medications will be double locked. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children, but within access in an emergency.

It is the parent's responsibility to supply any and all medications needed for your child. All medications should be brought in their original containers, marked with the child's name, address, birth date, and dose. Please do not bring in any medication that your child has not previously used with no side effects or allergic reactions. We will not accept them. All expired medications/orders will be returned or disposed of if not picked up by a parent within 1 week of

expiration. All unused medications will be returned to a student's parent at withdrawal or at the end of the school year. Remaining unused medication will be flushed for disposal.

Do not allow your children to bring guns (or other toy weapons); gum; candy; Pokemon cards, toys or any paraphernalia; Vampire or supernatural things including T-shirts, or any kind of medicine to school. **Please check pockets.**

FIELD TRIPS: Field trips for K4 and Kindergarten will be planned throughout the year. You will be notified in advance. You may be asked to accompany the class as a chaperone. Please remember that your duties will include supervision of several children, not just your own. For insurance purposes, younger siblings may NOT come along on field trips. We are sensitive to the fact that allowing your child to go on a field trip without you can be worrisome. We ask you to trust us and allow your child to experience this important stepping stone. However, it is your choice to keep your child home on field trip days. Field trip monies must be given to the teacher separate from tuition checks and prior to the field trip.

SPECIAL DAYS: On your child's birthday, you are welcome to bring in cupcakes or other treats. *Please see food rules that apply as mentioned above on page 4. (Beverage is not necessary as students will have their regular snack.) Please let the teacher know beforehand. If you are having a birthday party, we realize you may not be able to invite the entire class. In order to prevent hurt feelings, we ask that you **not ask the teacher** to hand out party invitations. For the safety of children with food allergies, parents should first check with their child's classroom teacher prior to bringing foods for parties, etc. to be sure they avoid foods that a classmate may be allergic to.

Kindergarten classroom parties (Harvest, Valentine, etc.) are celebrated during the afternoon. Parents **do not** need to send in snack for those days unless you need to substitute a treat for an allergic child. Parents do not attend classroom parties unless otherwise notified.

We have several special programs where parents and guests are invited. These are very special to your child. If you cannot attend please ask someone like an aunt or special friend to attend the program. All our programs start **SHARPLY** at the designated times. Don't be late or you might miss it.

SHOW AND TELL: Each classroom teacher will communicate as to what their Show & Tell guidelines will be.

Kindergarten does not have a Show and Tell time.

STUDENTS APPOINTMENTS: Please try to schedule student appointments after school hours or late in the day. We ask parents to assist us in keeping disruptions to a minimum and help the children to maintain their concentration. If an unusual dismissal time is required, please inform the office and teacher at least a day in advance. **Do not** go to the classroom to pick up your child. Stop at the office and your child will be called down.

CONFERENCES: Conferences are scheduled for the following times.

- K - November
- K4 - January
- K3 - January

The teacher or parent may request a conference at any time during the year.

BEHAVIOR TECHNIQUES Pre-K3, K4 and K – Children respond well to a concerned, loving person. Most situations can be corrected easily with a kind word. Should the child not respond; then our policy is to lovingly tell the child the consequences should he/she continue with the inappropriate behavior. Most often, this would be to separate the child for a “ Re-direction.” We would discuss about making better choices and then give positive reinforcements throughout the day. Pre-schoolers are given a daily sticker at dismissal time. A student might lose his/her sticker should the teacher feel it is warranted.

LB & K3

- 1) Give instructions in a positive way. Example "walking feet" vs. "don't run"
- 2) Re-direction. If needed, "Quiet Chair" until child is ready to return
- 3) Share Biblical principals such as "be kind to one another" and "love one another"
- 4) Last resort- 3 to 4 minute time-out.

K3 gives out two stickers per day. One sticker at mid morning (11:30am) and one at the end of the day.

K4 and K – If a student is repeatedly disobeying the classroom rules they will

- 1) Receive ONE reminder, child's name goes on board
- 2) Receive TWO reminders, name will be checked
- 3) Receive THREE reminders, name will be checked again and they will lose their daily sticker.

K- Children in Kindergarten will be rewarded daily for positive behavior. Various methods are used including but not limited to: sticker books, hole punches to earn treasures, high-fives, extra time at centers or on the playground, free choice centers, hand stamps, etc.

Kindergarten also uses a stoplight system. All children begin on green each day. They are given two warnings before moving to yellow. Once on yellow they lose five minutes on the playground or at centers. If they move to red, they lose 10 minutes and a note is sent to the parent, usually followed by a phone call.

The following day they will be on even ground with the rest of the class and have a chance to start fresh. **No child will ever be physically, mentally, emotionally, or verbally abused in this school.**

SAFETY: In order to provide a safe environment for our students, the doors will be locked during the day, with the exception of arrival and dismissal. If you should need to enter the school during times the doors are locked, use the call buzzer on left of the door to alert the office. All visitors to the building must first stop at the office. Please do not go directly to the classroom except at dismissal time.

All visitors must pick up a “visitor’s badge” from the office while in the building.

Fire drills are held several times during the school year. Pre-school children will be prepared for the fire drill by their teachers. It is important that the children be aware of what to do in a fire drill and are able to follow directions quickly and quietly. In the event that we cannot re-enter the building after an emergency evacuation, we have been given permission by the YMCA or Prince of Peace to assemble our students there.

Other emergency procedures are drilled during the year with the cooperation of our Brookfield school officer, Officer Gramling. These include securing the classroom against an outside event. These are opportunities the teachers take to pray with them, read to them, and generally keep them calm. These drills last no longer than 5 minutes.

In the event of an emergency, communication will be with a phone call and instructions may be posted on Facebook.

If there are any clarifications which you may need, please do not hesitate to call our school office.

FUNDRAISING FEE POLICY

Christian Life Academy depends on a certain amount of money from our various fundraisers. Tuition alone does not cover all the costs of operating the school. Therefore, we depend on God's blessing and parent support in maintaining our school.

In an effort to formalize this expected income/support, the school board has instituted a policy in regards to fundraising and volunteer hours. The PTF has been charged with the job of keeping track of your donations and volunteer hours per family.

Fundraising Fee: \$150 for one 3-day student
 \$250 for one 5-day student
 \$400 for two+ 5-day students

You may choose to simply pay it in full, or in partial installments, and/or "work it off" via volunteer hours (see below).

****K3 Parents:** The fundraising fee is waived for the K3 Class.

Fundraising Volunteer Hours

For those families who want to "work off" the financial requirement outlined above, we have created a system to keep track of your volunteer hours. When volunteering for a fundraising event, the formula is 1 hour = \$10 toward your fee.

There is a volunteer form to be filled out, which will need to be signed by the supervisor/coordinator of that activity/fundraiser. This form can be given to Roxanne Lundberg in the office. She will forward it to the PTF to log your hours.

In addition to this financial requirement, CLA's fundraising policy also includes the following:

Each family is expected to participate in all retail sales fundraising events.

Each family is expected to volunteer at least once at a basketball game during the fall tournament.

Billing

The PTF will send out a "Volunteer/Fundraising" statement to each family at least twice, once in December, and again in April. Any financial amount still outstanding will be billed to your account around June 1st.

While very much appreciated, these volunteer efforts do not count toward this policy:

- Box Top donations
- Sammy Can donations
- Food donations for any event
- Helping in the classroom
- Field Day Helpers
- Helping with Preschool events (Thanksgiving Feast, Christmas Pageant, Circus, etc)
- Purchases at any fundraising events
- Paid Dress-Down Days
- Helping in the office
- Field Trip Chaperones/Drivers

Please note: all monies are non-refundable.

Christian Life Academy 2016-17 **Dress Code for K-G8**

“Train up a child in the way he should go” Proverbs 22:6

Don't forget to take advantage of the uniform exchange before you go shopping!

*Please purchase long skirts in the fall to allow for growth. Skirt length (within 1 inch of knee) will be strictly enforced all year.



	BOYS	GIRLS
Chapel Dress Code	White Dress shirt, oxford style, with collar Tie required, see guidelines below Pants – see guidelines below	White Polo/Blouse, with collar Jumper or Skirt – see guidelines below No Pants, No Leggings
Pants (no shorts or capris)	Khaki or Navy long pants Docker style pants, pleated or flat front No cargo pants or pockets by the knees	Khaki or Navy long pants Nov 1 st - Mar 31 st only Docker style pants, pleated or flat front No Skinny or tight-fitting pants.
Shirts	White, Maroon, Navy, or Light Blue Polo or collared shirt	White, Maroon, Navy, or Light Blue Polo or collared shirt/blouse
Ties	Basic Navy Blue or Burgundy	N/A
Belts	Solid Black or Brown (required, if pants have a belt loop)	Solid Black or Brown (required, if pants have a belt loop)
Skirts / Jumpers	N/A	Khaki or Navy (no more than one inch above the knee) Flat or pleated, straight hemlines
Sweatshirts	CLA sweatshirt ONLY	CLA sweatshirt ONLY
Sweaters	Solid Navy Blue or White (no logos) Cardigan, crew, v-neck	Solid Navy Blue or White (no logos) Cardigan, crew, v-neck
Socks	Solid white, navy, tan, brown or black Socks are required.	Solid white, navy, tan, brown or black. Socks or Stockings are required
Stockings / Tights	N/A	Solid white, navy, tan, brown or black. Socks or Stockings are required every day.
Leggings	N/A	Solid white, navy, tan, brown, or black. Leggings are to be worn under skirts and jumpers only, NOT as stand-alone pants! No Leggings on Gym Day or Chapel.
Sneakers / Shoes	*Conservatively colored, no distracting colors Low top sneakers Non-marking soles	*Conservatively colored, no distracting colors Low top sneakers or Mary Janes Non-marking soles
Gym Dress Code	CLA tee-shirt only CLA sweatshirt only Sweatpants – solid gray or black (no logos/stripes) Shorts - solid gray or navy (no shorts Nov 1 st - Mar 31 st) *Conservatively colored, low top athletic sneakers	CLA tee-shirt only CLA sweatshirt only Sweatpants – solid gray or black (no logos/stripes & no leggings/yoga pants) Shorts – solid gray or navy (no shorts Nov 1 st - Mar 31 st) *Conservatively colored, low top athletic sneakers

Please refer to the Parent/ Student handbook for a more detailed explanation and violation procedures.

*Conservative Color Examples: mostly White, Tan, or Dark Colors (Black, Brown, Gray, Navy, etc)

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