Claire's Christian Day School

OPERATIONAL POLICIES

Claire's Christian Day School provides quality preschool experiences for children in a Christian atmosphere.

GOALS

Claire's Christian Day School has a philosophy of total Christian development of the preschool age child. The emphasis is on the social, emotional, physical, and spiritual development that promotes the academic growth of each child.

Our program strives to enable each child to:

- Learn about God's Love
- Become self-confident
- Become comfortable in a group setting
- Experience a feeling of success
- Develop self-expression
- Develop self-control
- Develop creativity
- Exhibit responsibility
- Enjoy learning

On the academic level, emphasis at CCDS is placed on preparation for kindergarten. We begin teaching the Slingerland method of phonics and reading readiness the same way it is taught in the Highland Park Independent School District.

REGISTRATION

Registration for each year begins the preceding spring in January. There is a $175 registration fee. New students will be required to pay the first month's tuition and the registration fee, which are **non-refundable**, at the time of registration. The supply fee is the only payment due in September. Returning students are required to pay the first semester's supply fee and the $175 registration fee at the time of registration. **These are also non-refundable.**

TUITION AND FEES

Students are admitted for the entire school year (late admissions are accepted). Students must be at least 3 years old by August 15th and **potty-trained** to begin preschool in the fall. Tuition is paid by the month for a nine-month period. The supply fee for the program is to be paid twice per year, September 1st and January 1st. There is no tuition discount for family vacations, illness, etc. Tuition is due the first day of each month. If payment is not received by the 10th of the month, a late charge of $20 will be assessed. We accept cash, check, Visa, MasterCard, and Discover.
All preschool programs operate from 9:00-12:00. All fees below are for the 2010-2011 school year:

Tuition			Supply fee	
2-day program (T,TH)	$180 per month	|	2-day program	$105 per semester
3-day program (M,W,F)	$270 per month	|	3-day program	$140 per semester
5-day program	$425 per month	|	5-day program	$225 per semester

STAY & PLAY

Claire's Christian Day School offers a Stay & Play program each school day from 12:00-3:00. Children enrolled in the program bring a nutritious lunch, have rest time and lots of fun. The cost is $65 for one day per week payable by the month.

Parent Signature _____ Date (mm/dd/yyyy) _____

ENRICHMENT PROGRAMS

Enrichment classes are offered to preschoolers who are 4-years or older. The goal of these classes is to take themes introduced during preschool and expand on them through science, language arts, math, and art activities. The children are encouraged to do all activities by themselves. Math/Reading enrichment is offered Mondays & Tuesdays, and Science is offered Wednesdays & Thursdays. An additional enrichment class entitled "Little Explorers" is also offered on Tuesdays & Wednesdays. Enrichment classes cost $115 per month to attend one day per week ($230 for two days, etc.)
There is also a $65 Enrichment Supply Fee required per semester for each day elected.

MOTHER'S DAY OUT

Claire's Christian Day School offers a Mother's Day Out program for children aged 6 months to 3 years Monday through Friday from 9:00 to 3:00 in conjunction with Preschool and Stay & Play / Enrichment program siblings. Children will be introduced to age-appropriate activities, with emphasis on letters, shapes, and numbers. Music is offered twice per week. All children will be allotted outdoor exercise. Children will bring lunch, rest, and have fun, benefiting from social interaction with other children. The cost of this program is $130 per month for one day a week. A supply fee of $30 per day chosen is also payable at the start of the school year.

SCHOOL CALENDARS

A calendar for the year is provided at the beginning of the year and a monthly calendar is provided at the beginning of each month. The calendar lists any field trips, special programs and parties, as well as outlining the overall direction of our classroom activities. Special requests are also scheduled.

PARENT-TEACHER CONFERENCE

Your child's teacher is available for conferences at any mutually agreed upon time. There will be one scheduled conference during the year to assess your child's progress, but we encourage all parents to request a conference with the teacher whenever they feel the need.

PARTY CELEBRATIONS

We celebrate numerous holidays at the preschool. Class parties are held to celebrate Halloween, and in November we have a Thanksgiving festival. On the last day before Christmas break, a Christmas musical program is conducted, and families are invited to attend. Other parties are held on Valentine's Day and Easter. There is also a program at the end of the year.

If parents would like to celebrate a birthday, they may provide birthday treats for the class. Please let the teacher know in advance of your plans. Also, for the safety of the children, **NO BALLOONS PLEASE!**

PRESCHOOL ACTIVITES

Each school day will include time segments that provide your child with physical activity, arts and crafts, lesson time, music, Spanish, and story time. A sample class schedule would be:

- 9:00-9:30 Table activity and free play
- 9:30-10:00 Lesson time
- 10:00-10:30 Outdoor play (weather permitting)
- 10:30-10:45 Bathroom break / wash hands
- 10:45-11:15 Arts and Crafts
- 11:15-11:30 Music, Gymnastics, Spanish or Chapel
- 11:30-11:50 Story time and lesson review
- 11:50-12:00 Classroom cleanup and prepare to leave

Parent Signature _____ Date (mm/dd/yyyy) _____

Children may go to the restroom or get a drink at any time during the day with the teachers' permission.

CARPOOLS

The school does not provide transportation. Names and addresses of enrolled children will be provided to help in arranging car pools. Parents in each carpool should provide the school with a list of members and a schedule of drivers. Each carpool will be assigned a number at the first of the school year. It should be placed against the windshield and clearly visible. A member of our staff will bring students to the car. The parent must sign in and out all children in that carpool.

If a child is going home with a friend or there are any other changes in the normal car pool routine, please notify the school in writing. If there is an emergency such as illness or accident, the parent or guardian should phone the school. A member of our staff will remain with the child until arrangements can be made.

HEALTH PRECAUTIONS

Health forms are mailed during the summer and must be filled out, signed, and returned by the time school opens. Immunizations must be on file prior to the first day of school.

We ask your cooperation in taking responsibility for checking your child for any illness. On days when your child is ill, please do not send him/her to school. We ask that children be free of fever and other symptoms for 24 hours before returning to school. Children with clear runny noses are presumed to have allergies. A yellow/green discharge is considered contagious and your child needs to remain at home.

In case a child becomes ill or is injured during school hours, a parent or guardian will be contacted and asked to pick up the child. In the event of a serious emergency, medical attention will be obtained immediately. More than one emergency phone number is required on our health forms, in case we cannot reach the parent. Please be sure any individual that is listed has consented to be contacted.

DISMISSAL POLICY

The parents or guardian agree that the child will comply with the rules/policies of the school such as are in effect or the child may be terminated from the school temporarily or permanently at the discretion of the director. Discipline is a means of living together and respecting the rights of others. If a child consistently uses behavior, which is inappropriate for his/her age, his/her parents will be notified. Should a pattern persist and/or the welfare of the class is affected, the child will be dismissed at the Director's discretion.

OTHER POLICIES TO NOTE

1. Play clothes are best for school. Your child should be able to play, work, and climb without worrying about getting good clothes soiled or torn. Jackets and sweaters should be labeled.

2. Tennis shoes or rubber-sole shoes will enable each child to run and climb without slipping. Please, **NO BOOTS, SANDALS, OR CROCS**.

3. No toys, gum, candy, or other personal belongings should be brought to school unless requested for a lesson by your child's teacher.

4. The school may be closed for inclement weather or lack of heat or air. Parents will be notified before 8:00a.m. on any day that the school is to be closed, and an announcement will be made on our website (www.ClairesDaySchool.com) and on WFAA-TV.

Parent Signature _____ Date (mm/dd/yyyy) _____

5. A child attending the school will be released only to parents or a person designated by the parents. All persons allowed to pick up your child should be included on the carpool and release form provided in the beginning packet. This does not preclude sending a note about any changes in the person picking up for the day.

6. Preschool begins at 9:00a.m. Please do not bring your child before 8:55, as teachers spend this time before school in preparation for the day's lesson. Preschool ends promptly at 12:00 noon. Your punctuality will be appreciated. Arrivals after 12:15 or 3:15 (for stay & play / enrichment children) will be charged $1.00 a minute.

7. Any special problems or situations affecting a child will be brought to the attention of the parents. Likewise, your child's teacher would appreciate being informed of any special situations at home which might affect your child at school.

8. Please notify the school if your child will not be at school any specific day so that we do not worry. This may be done by phone, email, through the carpool, or by note if you know in advance.

9. If your child needs a medication for the day, the parent must fill out a medication request sheet and the medication left in the office with the request. No medicine should be left in a backpack or bag.

10. At the age of 4, a hearing and vision screening will be conducted at the school. If this has been previously done by your pediatrician, we will need a copy for the files.

11. Please let your child come in with a member of our staff in the carpool line upon arrival. This has proven to foster a positive and happy attitude for the child and encourages each child to begin participating with his classmates.

12. Please do not send your child to school with a note requesting he or she stay inside during outdoor play. If he/she is not well enough to go outside, the child should be kept at home.

13. Discipline and guidance policies will be provided before enrollment. Also, if there is a change in policy, the parent will be notified prior to the change. If you have any concerns about any of the school's policies, please feel free to make an appointment with the school's director.

14. Parents are welcome in the school at anytime to visit. We welcome parent involvement. To ensure the safety of your children and our staff, the front doors to the building will be locked between 9:45 and 2:15. A push-paddle located on the interior of the northern doorway allows for exit of the building. If you need to enter the building during these times, please ring the northern doorbell (on the left side as you face the building).

15. Snacks will be served daily and will vary according to the letter of the week (example: apples for "A" week). A snack calendar will be posted on or near the door of the director's office. If your child is enrolled for Stay & Play or enrichment, you must provide a nutritious lunch for your child. **Claire's Christian Day School is not responsible for the nutritional needs of your child**.

16. Claire's Christian Day School does not practice discrimination of the basis of race, religion or creed. The Texas Department of Protective and Regulatory Services licenses Claire's Christian Day School. There is a copy of the minimum standards and the latest inspection report in the office for review at any time. If a parent would like to contact the Texas Dept. of Family and Protective Services, the web site is: www.tdprs.state.tx.us

Claire's Christian Day School

There are two lasting gifts we can give our children- One is roots and the other is wings...

Parent Signature _____ Date (mm/dd/yyyy) _____