

CRUSADER KIDS



Preschool Policies Handbook

2017-18

CRUSADER KIDS PRESCHOOL POLICIES

Preschool Mission

Our goal is to minister to families by providing a caring atmosphere where children learn about God and develop a love for learning.

School will be closed the following dates:

Labor Day	September 4
Teacher Conference	September 20-22
Thanksgiving Break	November 22-24
Christmas Break	December 22-25
New Year's Break	December 29-30
Teacher In-Service	January 1-2
MLK Day	January 15
Presidents' Day	February 19
Easter Vacation	March 30
Memorial Day	May 28
Independence Day	July 3-4

Last Day of Preschool for 2017-18 School Year will be Thursday, July 26th!

Hours of Operation and Late Pick-Up Fees

Crusader Kids is open from 6:30 a.m. until 5:30 p.m., Monday through Friday. Children will not be accepted earlier than 6:30 a.m. or remain later than 5:30 p.m. **In case of emergency, parents must contact the site director to arrange care past closing time.** Numbers for site directors are as follows:

Hendersonville Campus: Jennifer Thompson, (615)516-0093

Goodlettsville Campus: Cindy Shewcraft, (615)877-5170

Preschool Director: RoseAnn Norwood, (615)812-0244

Charges for picking your child's past their pick-up time., are as follows:

- \$3.00 for the first 5 minutes
- \$1.00 for each additional minute after 5 minutes. (For example, if you are 12 minutes late the charge is \$10.00.) You will be billed from the office accordingly.
- Parents must bring children into the building and sign them in when arriving and sign them out when picking them up in the afternoon. Siblings under the age of 16 are not permitted to sign your child in and out.

Enrollment Policy

A parent or guardian must bring his child to visit prior to the child starting school. The following items must be submitted to the Admissions office before your child attends the first day:

1. Registration Form
2. Medical Authorization Form
3. Copy of Immunization Records
4. Copy of Birth Certificate
5. Copy of Social Security Card
6. Pick Up Authorization Form
7. Signed letter acknowledging you have read a digital or hard copy of Preschool Policies Handbook

Tuition

- Registration and curriculum fees must be paid before a student begins attending school. Once paid, the registration fee is not refundable for any reason. The curriculum fee is not refundable after August 15.
- The tuition fee for the entire year will be charged at the time of registration. Students who are enrolled late in the year or are withdrawn early will be charged only for the days they are enrolled in Hendersonville Christian Academy.
- Annual tuition may be paid in twelve equal payments beginning July 1. We have contracted with SMART Tuition Management Services to handle billing and receipt of tuition payments. If three monthly tuition payments are late you will be required to have payments automatically deducted from your bank account.
- No tuition reduction or refunds will be given due to missed days.
- Please do not send payment with your child.

Inclement Weather

Crusader Kids makes every effort to open school even during inclement weather. **Our school does NOT follow Sumner or Davidson County school closings.** Emergency closing or delayed opening will be made when normal school operations are prohibited, or when employee or student safety is jeopardized. Our first form of communication of any closings or delays will be through email. Crusader Kids uses the following media sources to notify parents of school closings or delays. **All announcements will be listed under “Private Schools” and will be listed as “Hendersonville Christian Academy”:**

- Mass Email will be Sent
- TV Channels 2, 4, 5 and 17
- Hendersonville Christian Academy on Facebook
- Crusader Kids on Facebook
- RenWeb Parent Alert Text

Emergency Drills

In order to keep our children safe while they are on campus we have emergency drills that the children participate in regularly.

Items Required

Please keep the following items at the school at **all** times:

- One complete change of clothing (including socks) in a gallon Ziploc bag. **Please label each item with your child's name in permanent marker.**
- Goodlettsville Campus Only: If your child is potty training and wearing underwear instead of diapers or pull-ups, you must have two complete changes of clothing (including socks) in a gallon Ziploc bag.
- If your child has an accident of any kind and needs to use the spare clothing, the soiled clothes will be sent home in the Ziploc bag. **Please send in a new change of clothing in a gallon Ziploc bag the next day.**
- A child-size blanket and a child or travel size pillow. **Please label each item with your child's name.**
 - On Friday, the blanket will be sent home for laundering in your child's green duffel bag **(provided by Crusader Kids)**. You can return the blanket in the same green duffel bag on Monday morning.
- **Toddlers Only:** bring a package of disposable diapers (minimum 25) or pull-ups kept at the school and replenished as needed.

Dress Code

School Uniforms:

Crusader Kids uses Parker Uniforms for all school uniform needs.

Toddler Classes

Toddlers (one and two year olds) do NOT wear chapel uniforms.

Preschool Classes

Preschoolers (three and four year olds) wear uniforms **ONLY** on chapel days (Wednesdays). Chapel uniforms will **always** be required on Wednesday no matter what the schedule is that day. Please see the Parker Uniform pamphlet for uniform guidelines for both boys and girls. If you need one, please see your child's teacher.

Parker School Uniforms

2021 Gallatin Pike North Suite 228
Madison, TN 37115

Every summer HCA holds a uniform consignment sale. An email will be sent out in May or June with details.

Everyday Attire:

All days of the week, except Wednesday, the dress is at the parent's discretion according to the weather. Children are required to have an outdoor time when the temperature (adjusted for wind chill and heat index) is between 40 and 90 degrees and not raining. We ask that you take the temperature into consideration when dressing your child. Please assume that your child will be playing outside and dress him or her accordingly. Children get messy when they play. Please dress them in play clothes. All girls wearing dresses or skirts should wear shorts under them to avoid modesty issues on the playground.

Shoes:

We ask that children **not** wear sandals or backless shoes of any kind. Because of the nature of their play, athletic, or enclosed rubber-soled shoes are safest and most practical. Please check shoes at the store to make sure they do not leave black marks on hard surfaced flooring, since the marks are difficult to remove from the classroom and gym floors.

Potty Training

Toddler Classes

We expect one and two year olds, who are not fully potty trained, to be in diapers and/or pull-ups. Please let us know when you are ready to start potty training your child so that we can work with you to make it as smooth as possible. If your child is wearing regular underwear (not pull-ups), they will be required to have 2 complete changes of clothes to be kept at the school at all times until they are fully potty trained (more than 2 weeks without an accident). Soiled clothing will be sent home in a gallon Ziploc bag. Please return clean clothing in a new gallon Ziploc bag the next school day.

Preschool Classes

Students entering Crusader Kids preschool classes, 3s and 4s, must be fully potty trained. Preschool classrooms are not equipped for changing diapers, pull-ups, or soiled clothes on a regular basis. Each child will have one complete change of clothes at the school for occasional spills or accidents. Soiled clothing will be sent home in a gallon Ziploc bag. Please return clean clothing in a new gallon Ziploc bag the next school day. If a child has regular accidents (more than two a week) the teacher, site director, and parents will need to assess the situation to see if the child is not fully potty trained.

Sickness Policy

Healthy students thrive and learn more. To help ensure this, Crusader Kids requires no child with the following symptoms of illness be allowed to attend school:

- A temperature of 100 degrees or over within the last 24 hours.

- Repeated episodes of vomiting or diarrhea (more than once in a 24-hour period). Children may not return to school until 24 hours after the last episode.
- Sore throat with severe redness or white patches in the back of the throat. Children with strep throat must be on antibiotics for at least 24 hours before returning to school.
- Any signs of an earache
- Signs of infection such as colored nasal drainage. Any child with an illness requiring antibiotics must be on antibiotics for a full 24 hours before returning to school. Exceptions will be made only with a doctor's note that states the child is not infectious.
- A persistent and severe cough. In order to continue attending school, children with a severe cough must have a note from the doctor stating that the child is not contagious or has been on antibiotics for over 24 hours.
- Rash of any kind without a doctor's note stating the rash is not contagious.
- Severe redness and/or drainage from the eyes. Children with conjunctivitis ("pink eye") are required to take antibiotics for at least 24 hours. In severe cases, and in the case of classroom outbreaks, 48 hours may be required. This will be at the discretion of the site director.
- Any sign of lice or nits. In cases of lice, no child may return to the preschool without an examination by the site director or school nurse. We maintain a "nit free policy" which means that no child may return to the preschool unless they are completely free of lice and nits (eggs). This is determined by the site director or nurse and may mean that even with a note from a doctor, your child may be sent home if nits are found.
- Any child unable to function near a normal level in the classroom due to not feeling well. If you think your child needs a dose of Tylenol or cough medicine in the morning before coming to school in order to feel comfortable, your child probably needs to stay at home.

Children Sent Home for Illness

If your child becomes ill during the day, a parent or guardian will be notified immediately. A parent or guardian must take the child home if they have:

- A temperature of 100 degrees or over
- Has vomited or has diarrhea
- Any signs of infection such as colored nasal drainage

Any child that goes home sick must be fever-free for 24 hours without the use of fever reducers such as Tylenol (acetaminophen) or Motrin (ibuprofen); not have vomited in 24 hours, and have clear drainage before returning to school. If your doctor prescribes antibiotics for your child, he or she will need to have a full 24 hours of medicine before returning to the preschool. Children sent home and later diagnosed with strep are required to stay home for at least one full day after diagnosis. Children sent home with rashes require a doctor's note that states either they are not contagious or on what day they may return to school. These policies are in place to prevent other students from getting sick.

Any child with the following will be sent home and **must have a note from a doctor** in order to return to class: measles, mumps, chickenpox, influenza, pink-eye, scabies, head lice, rashes, eye drainage, and any other illness identified by the state or local department of health.

Medication

If a child is to be given medication (prescription or over the counter) at school, a medicine form (see your child's teacher if you need one) must be filled out by the parent and given to the teacher. The medicine must be given directly to the school nurse or preschool site director, in its original container. If you are dropping your child off before 7:30 a.m., the early care teacher will make sure the medication is given to the proper authority. Please do not send medication in your child's backpack.

Health Check

When your child returns to school after being sick, please do not leave until one of the teachers does a quick health check on your child to make sure they are fever-free and ready to return to preschool.

Allergies

If your child has any allergies (especially food or insect), please make sure that the office and teacher are notified with proper instructions in dealing with an allergic reaction. If your child has an EpiPen or an inhaler, please let us know and be sure that both the school nurse and teacher is given one, with a plan of action in case of an emergency.

Medical Emergencies

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. If your child has a minor injury, the teacher will send home a "Boo Boo Report" explaining how and why they got hurt. Minor injuries receive appropriate first aid, and if any more serious injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. It is imperative that you make yourself reachable at all times during school hours in case of an emergency.

Children with Special Needs

Hendersonville Christian Academy will make reasonable accommodations for children with known special needs. Qualified therapists/consultants may visit these children, provided the following guidelines are met:

- Parents of the child with special needs must provide written permission for the visit.
- Therapists must meet with the site director to outline the plan for observation prior to the first scheduled visit.
- Frequency and time of visit must be coordinated with classroom schedule.
- Visitors must sign in/out in the school office and provide a photo ID.

- Written notices will be sent to parents of all children in the classroom, notifying them of the visitors and their schedules.

School Rules

Children will be taught Crusader Kids' school rules, and will be expected to follow them.

- Running is not permitted in the building.
- No hitting, pushing, biting, grabbing, kicking, spitting, or pinching or other children/adults.
- Children are not permitted to stand or climb on chairs or tables.

We expect parents to enforce these rules with their own child when they are on our property.

No smoking, alcohol, or illegal drugs are allowed on the premises.

Up-to-Date Information

It is very important that the school maintain up-to-date information on each student. **Parents are able to log in to RenWeb to make any changes necessary.** Please make sure your work phone, cell phone, and home phone numbers are all current as well as mailing address, email addresses, and contact information for other persons listed in your child's file and/or authorized to pick up your child.

Arrivals and Departures

Arrival:

Children thrive in an atmosphere of order. Our teachers spend a great deal of time scheduling your child's day to best accommodate their needs. We begin class precisely at 8:30 every morning. Please bring your child in no later than 8:15 so as not to interrupt that schedule. Children do much better when they can play for a few minutes before class begins. Since we do not have bathrooms in the classroom, please take your child to the bathroom before bringing them in to their classroom.

It is normal for some children to have a difficult time separating from their parents, or to cry before they are dropped off. To assist your child and your child's teacher please make your drop off as brief as possible. The longer you prolong your departure, the harder it is for your child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. We like to say "one hug, one kiss, one good bye!" We promise....it's best for all!

Departure

Only those listed in RenWeb as authorized to pick up your child are permitted to pick up your child. If anyone else is picking up your child that day please call or email the site director, or send in a signed note. Then stop by the office to add that person to the pick-up list. No siblings under the age of 16 are permitted to pick up your child.

- Everyone will be required to show a picture ID the first several times until the teachers get to know all those authorized to pick up your child (please be patient, this may take a couple of weeks or more)

Teachers or administrators have the right to use their discretion if they feel a child may be placed at risk by leaving with any authorized person (i.e., no car seat, smell of alcohol, motorcycle as transportation, etc...)

- If they feel the child will be at risk by leaving with this person, a parent will be called
- If the child is taken forcibly then 911 will be called

Please be brief when picking up your child also. This is a time of testing. Most children will test to see if the rules still apply. During arrival and departure times, we expect parents to back up our class rules.

The teacher's full attention must be on all of the children; therefore, arrival and departure times are not good times to engage in a lengthy conversation with her. You may email, or send a note in your child's folder to the teacher about any concerns or needs you may have; or schedule a meeting if necessary.

Breakfast during Early Care

During the early morning care, children may bring breakfast food to eat **between 6:30 and 7:30 a.m. only**, due to the fact that teachers take their children to class at 8:00. Please bring a healthy breakfast and avoid breakfasts high in sugar and fat. We ask that parents set up their child's breakfast before leaving, rather than leave it for the caregiver. We ask that your child not eat a breakfast that includes syrup.

Ideas for healthy breakfasts:

- Yogurt
- Oatmeal
- Cheerios or Rice Krispies
- Nutri Grain Bars

Snacks & Lunches

Crusader Kids provides 2 healthy snacks (one morning and one after nap), and one healthy lunch each day. You are welcome to pack a healthy snack or lunch for your child if you desire. Because of the number of children with peanut allergies, we ask that you NOT pack any peanuts or peanut butter.

Playground Rules

Rules for the playground have been put in place to protect your child while they play. Children are expected to abide by the rules with or without parents present (i.e., class parties). We ask that parents work with us to keep all children safe by helping us enforce these rules when they are with their child on the playground:

1. Stay in line on the way to and from the playground
2. Swing on your bottom only

3. Go down the slide on your bottom
4. Mulch stays on the ground
5. Share the toys
6. One rider on horses at a time
7. Use hand holds on spring toys

Nap Time

All toddlers and preschoolers are expected to nap or rest during our designated nap/rest time each day for 1 hour and 45 minutes.

Communication

Communication is the key to any healthy relationship. We feel it is important to have a good line of communication with our families.

Daily Reports are sent home for toddlers and 2 year olds.

Newsletters are sent home for all preschoolers weekly letting you know what your child is learning that week and of any upcoming special events.

Emails are sent out regularly to remind you of upcoming events, or to voice any concerns.

Behavior Reports are sent home for ongoing inappropriate behavior that needs to be resolved.

Illness Reports are sent home when your child is sent home sick.

Boo-Boo Reports are sent home when your child receives a minor injury at school.

A parent information board for general communication and special announcements is in the hall as you enter the school. Please check it often for updates.

You are welcome and encouraged to call and schedule a meeting with your child's teacher and/or site director for any concerns or needs you may have throughout the year. Important and sensitive issues will be discussed in private outside of regular school hours.

Discipline Policy

We maintain a positive discipline policy that focuses on prevention, redirection, love, consistency and firmness. Discipline is always reasonable, appropriate and in terms the children can understand.

We explain the rules every day so that the children are familiar with our expectations and guidelines. We understand that, at times, children find it difficult to express their feelings and may hit, bite, yell, or cry. We teach appropriate behavior and coping skills to help them manage their emotions.

Hendersonville Christian Academy focuses on reinforcing positive behavior and redirecting the activity of children when their behavior is not acceptable and correction is needed. When a child's behavior is a

problem, his or her teacher will communicate the behavior that is expected of them and use tactics such as “time out” or loss of privilege when necessary. Corporal punishment is never used under any circumstances. Time outs are limited to a maximum of 1 minute per year of age of the child (i.e., 4 minutes for a 4 year old child) per time out session. A child may have multiple time outs in one day, but never consecutively. Behavior Forms are sent home when a child’s behavior is disrupting the class and the flow of learning. If a child continues to have behavior problems, the teacher may contact the parent to establish a plan of action to correct the behavior.

Vacations

Crusader Kids preschool is a year-round program. Your child is enrolled from August 7th – July 26th, however, you do have **3 weeks of vacation** in which your child does not attend and you do not pay tuition. Please note that:

- You may take all 3 weeks at once or at 3 separate times
- The entire week (M-F) must be taken at one time. Days may not be broken up into more than one week (i.e., 1 day per week for 5 different weeks)
- You must give at least 2 week’s notice to the site director and Davida Black (d.black@hcacrusader.com) so that tuition payment can be stopped for your vacation week(s).

Dismissal Policy

In order for a child to be considered for enrollment at Hendersonville Christian Academy’s Crusader Kids, the parent of the child must agree to cooperate with the faculty and staff regarding the discipline of the child at Crusader Kids; furthermore, full cooperation is expected from both the child and parents in the educational process of the child.

Crusader Kids reserves the right at any time and at the discretion of the administration, to dismiss a child for reasons such as, but not limited to:

- Lack of compliance with Crusader Kids’ Policies
- Failure of the child to adjust after a reasonable amount of time
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Inability to meet the child’s needs by our program
- Failure to complete required forms
- Failure to pay tuition

Withdrawal Policy

If the child's parent or guardian decides to withdraw their child before the last day of school, a written two week notice is required and must be given to the site director.

Ways Parents Can Help

- Teach your child self-reliance, encouraging him to do things for himself.
- Communicate with your child's teacher about your child, but please refrain from discussing the child in his or her presence.
- Take an interest in the school and whatever your child brings home.
- Help your child each night with their Bible verse of the week.
- Take time to listen to your child's daily experiences, and discuss them with real interest.
- Build up in your child a wholesome, friendly attitude toward the teacher and school.
- Live, work and play as a family.
- Report any upsetting experience you think will help the teacher better understand your child.
- Help your child anticipate happy experiences in relation to the school.

If Problems Arise

When questions and concerns arise during the school year, it is extremely important that they be dealt with in a Christian manner. To express concerns and ask questions, please follow the appropriate chain of command:

- Talk with your child's teacher.
- Talk with the site director:
 - Hendersonville Campus: Jennifer Thompson, 516-0093
 - Goodlettsville Campus: Cindy Shewcraft, 615-877-5170
- Talk with the Preschool Director, RoseAnn Norwood, 812-0244
- If the situation is not resolved, feel free to contact the school office (824-1550) to set up an appointment with the headmaster, Mr. John Goodale.
- For further information, contact our representative at the TACS office:

Dr. Charles Walker
Tennessee Association of Christian Schools
602 Belvoir Avenue
East Ridge, TN 37412
(423) 622-7310

- If needed, the Department of Children's Services can be reached at 1-877-237-0004.