

Cole Valley Christian Schools



Early Childhood Parent Manual

This is in addition to Elementary Handbook

Welcome

Dear Cole Valley Christian Schools (CVCS) Early Childhood Families,

We are all looking forward to getting to know your student and helping them reach their full potential. Our days and weeks will be filled with many wonderful experiences and opportunities to learn and grow. We are so excited you will be part of our school family this year!

We believe that a good parent-teacher relationship is necessary for maximum school success. We encourage you to contact your student's teachers if you have any questions or concerns.

You can call contact us at 208-947-1212 or via e-mail:

Preschool

Mrs. Kary
Ext. 1205

julia.kary@cvcsonline.org

Preschool

Mrs. Schell
Ext. 1204

sadie.schell@cvcsonline.org

Preschool

Miss. Burnside
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Prekindergarten

Mrs. Distefano
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Prekindergarten

Mrs. Fish
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Prekindergarten

Mrs. O'Coyle
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Director

Mrs. Wingard
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We look forward to a wonderful year with you and your child!

Brandy Wingard
Early Childhood Director

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MISSION AND CORE VALUES

PURPOSE

The only reason we exist is to serve Jesus Christ by developing the whole person through a Christ-centered education.

MISSION

Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Christ.

CORE VALUES

As a school that exists to serve God, our core values reflect His character (Ex. 34:6). They provide the context in which day-to-day decisions are made.

GRACE

We believe that our very existence depends on the unmerited favor bestowed on us by God through the death of Christ on the cross (Col. 2:13-14; Titus 3:4-7). Therefore we:

- Develop an environment where people are loved, not because of what they do, but because we choose to love them (Dt. 7:7-8; Rom. 12:9; 2 Tim. 1:9).
- We value students because they are God's unique and dearly loved creations, we appreciate their unique abilities and learning differences given by God according to His grace, and we strive to understand how this unique gifting affects their outward behaviors (Psalm 139:13-16; Romans 12:3-8).
- Cultivate an environment where forgiveness is practiced and encouraged (Eph. 4:30-5:2).
- Endeavor to keep rules to a minimum (Gal. 2:16; Col.2:20-23).
- Strive to encourage success rather than focusing on preventing failure (Phil. 3:12-14).
- Encourage students to develop the resilience of a maturing faith that enables them to persevere through difficulties (Rom. 5:1-5; James 1:2-4)

TRUTH

We believe that the Bible is God's Word (John 10:35; 2 Cor. 4:2; 2 Tim. 3:16), that God's Word is truth (Ps. 119:160; John 17:17), and that knowledge of it is key to unleashing its transformational power (John 8:31- 32). Therefore we:

- Teach that Jesus is the Way, the Truth, and the Life (John 14:6)
- Endeavor to teach truth in all academic subjects (Ps.19:1; Ps. 25; Eph. 4:25; Col. 1:16-17)
- Evaluate all truth claims against Scripture (Ps. 119:105; Acts 17:11)
- Encourage our students to embrace truth and live according to it (John 8:31-32; 3 John 1:4)
- Strive for growth, learning, and improvement according to God's Word as individuals and as an organization (1 Cor. 9:24-27; Phil. 3:12-14; Col. 3:23; 1 Thes. 4:1)

LOVE

We believe that we are each called to love God with all our heart, soul, strength, and mind, and to love our neighbor as ourselves (Luke 10:27). Therefore we:

- Cultivate an outward focus by encouraging students to serve others (Heb. 13:16).
- Provide encouragement and assistance to other Christian schools (2 Cor. 8:3-5; Phil. 2:3-4).
- Endeavor to speak the truth in love (Eph. 4:15).
- Diligently preserve unity (Eph. 4:3; Phil. 2:2) while valuing each other's unique giftedness (Rom. 12:3-8; 1 Cor. 12:12-27).
- Monitor the effect of our behavior on others so that we do not hinder someone's relationship with the Lord (Rom. 14; 2 Tim. 2:23-26).

ACCESS CODE TO THE EARLY CHILDHOOD BUILDING

Each family will have one door fob to enter the Early Childhood building. This fob will allow you to open the main door on the Early Childhood building during pick-up and drop-off times for school/extended care hours. The fob can be shared with family members who are on the RenWeb/FACTS pick-up list. If you are needing an additional fob, they are \$5.00 per fob.

Please review the drop-off and pick-up procedure in this handbook for times that access codes work.

The system is in place to keep our early childhood center safe and secure. It is crucial you do your part to keep our children safe. If you do not have an access fob or your fob is not working, please ring the doorbell.

If you are coming to pick up your student, before the scheduled pick-up times, please come directly to the Early Childhood building. It is best to email your student's teacher with the time you are planning on picking up. You will need to ring the doorbell.

ATTENDANCE AND TARDY POLICY

Regular, on-time attendance at school is vital to your child's success. 8:20 a.m. is drop off time, we start our day with a morning meeting at 8:30 a.m. We encourage families to be on time. This allows for kiddos to have a smooth transition into the classroom by greeting the teacher first. 8:20 a.m-8:30 a.m. allows the teacher time to connect with each student as they arrive.

We understand that there may be instances when it is not possible, but please make every effort to arrive on time. Habitual tardiness may affect your child's ability to transition and academic progress.

All Parents: Please be aware that **the fence gate is locked Daily from 8:30 a.m. – 3:00 p.m.** Please let the teachers know as soon as you are aware that your child will not be at school or contact the school office. Call or text: 208-563-5341 or ec.attendance@cvcsonline.org.

BATHROOM POLICY

- Bathroom use policy in the Early Childhood Building:
- The bathroom is only for Early Childhood students and staff.
- If a parent or person dropping off needs to use the restroom, please go to the main building.
- Students will be dropped off at their classrooms in the morning and staff will make sure that your student makes it to the bathroom in the mornings.

Please have your student do a potty check at home before leaving for school in the mornings.

BIRTHDAY POLICY

We love to celebrate Birthdays! Your child's birthday will be recognized on their birthday or as close to it as possible. We will let you know what day we will celebrate your child's birthday in class with a note from your student's teacher. Half-day and full-day students will celebrate at 12:00 p.m. before the half-day friends go home. If you would like to provide a special treat for them to share, please send treats in the morning with your student. Please bring small treats to share.

If your student has allergies, please send treats they may have for birthday celebrations. We have freezers at school or can store goodies for special occasions. Please send plates, napkins, and utensils into the classroom if needed for the celebration.

CURRICULUM

Cole Valley Christian Schools Early Childhood Program provides a warm and loving environment, in which young children are shepherded by Christian teachers.

This Bible-based educational program includes 6 specific areas that are targeted to develop the whole child: spiritual, academic, social, physical, relational, and emotional.

As young children enter our program, we view them as special creations of God and count it a privilege to positively impact their lives.

Our curriculum goals are built on the belief that children learn best through active experiences combined with interactive disciplining by spirit-filled teachers. Although many children follow a general pattern of development, each child is unique. We strive to meet the children where they are and then move them forward.

Bible: First Look Orange

Handwriting: Learning Without Tears and Fine Motor Building Skills

IMSE: (Institute for Multi-Sensory Education) teaches the foundation of learning through a multi-sensory approach.

Math: Building Math Minds (Number Sense), Learning without tears and multi-sensory approaches.

Phonics: Zoo Phonics, Learning Without Tears and Heggerty

Second Step: Social and Emotional Learning – Skill for Learning, along with Friendly Bible addition.

We are excited about the opportunity of bringing you a program that combines an early childhood program with Bible-infused principles and teaching. It is our goal to provide a well-thought-out, continuous learning process, that is steeped in God's word from start to finish.

CVCS ILLNESS POLICY

A sick preschooler cannot learn effectively and is unable to participate in class in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

Children will be excluded from attending CVCS Early Childhood Center for the following reasons:

- Illness that prevents the child from participating comfortably in school activities, including lethargy, behavioral changes, irritability and/ or difficulty breathing
- Respiratory illnesses and colds: if the mucus is profuse and cannot be controlled by normal wiping, the child will be excluded at CVCS's discretion. A child will also be excluded if the runny nose is associated with a fever, an infected throat, persistent cough, or general irritability
- Fever of 100 degrees and above
- Vomiting
- Diarrhea
- Mouth sores
- Rash unless a physician has determined it is not a communicable disease
- Conjunctivitis (defined as 'pink eye' with white or yellow eye discharge) until the child has been on antibiotics for 24 hours
- Impetigo until 24 hours after treatment

- Strep Throat until 24 hours after treatment
- Head Lice until after treatment, nit free, and check by Health Office before returning to class
- Scabies until 24 hours after treatment has begun
- Chickenpox until all lesions have dried and crusted (usually 6 days)
- Pertussis (whooping cough) until 5 days of appropriate antibiotics
- Hepatitis A virus until one week after onset of illness, after immune globulin has been administered
- Inadequate immunizations with known disease outbreaks in school
- To assure your child's comfort and reduce the risk of contagion, we ask that children be picked up as soon as possible
- Children must remain home for 24 hours without fever-reducing medications and symptoms before returning to school. In the case of a suspected or confirmed contagious disease, rash or continuing symptoms, a doctor's note is required before your child is permitted to return to school
- Please email your student's teacher to share the diagnosis from the Dr's office. We will not share the student's name but need to make sure we are sharing proper information for preventative measures with families
- CVCS Health Office communicates important information to school families when a concern arises
- If a student is tested for Covid-19 or is having symptoms: fever, loss of taste or smell, chills, shortness of breath, runny nose, congestion, a new or unusual headache, nausea, vomiting, diarrhea, loss of appetite or fatigue

Please refer to the most current information from the school nurse. Due to circumstances changing as information comes our way, we ask that you keep informed on the latest requirement being recommended. Email your student's teacher to share the diagnosis from the Dr's office. We will not share the student's name but need to make sure we are sharing proper information for preventative measures with families.

Children may return to school when:

- They are free of fever (without fever-reducing medicine such as Tylenol or Motrin) for a full 24 hours.
- They are free of vomiting and diarrhea for a full 24 hours.
- They can participate comfortably in all usual school activities, including recess time.

CVCS Health Office communicates important information to school families when a concern arises.

IMMUNIZATION POLICY

Why Get Immunized?

- To help protect your child and others from vaccine-preventable diseases. Idaho law requires certain immunizations to be completed before your child may attend school. The Department of Health and Welfare provides the following guide to immunizations required for school entry.
[20-21 Guide to Idaho School Immunizations Requirements for Parents of Children in or Entering Preschool and Grades K-12](#)

Can a Parent Claim an Exemption from Immunizations for their Child?

- Idaho law allows a parent/guardian to claim an exemption for their child from the state school immunization requirements for medical, religious, or other reasons. If you would like to exempt your child you must complete an [Idaho Immunization Exemption Form](#) or provide a signed written statement that includes the name of the child, birthdate, and type of exemption being claimed (religious or other). For a medical exemption, you must provide a certification signed by a licensed physician stating the medical reason the child cannot be immunized.

Can a Nonimmunized Child ever be Excluded from School?

- Yes, if there is an outbreak of the disease for which a student is not immunized, the nonimmunized student will be excluded from school for the period deemed necessary by public health officials.

Proof of required immunizations or an exemption must be given to school personnel before your child may attend school.

DISCIPLINE/DISCIPLESHP POLICY

(Asking questions to identify the root of the problem; to discover the heart of the matter.)

Philosophy

The teacher and the child are on the same team looking at the problem or behavior together; a clear distinction between the child and his/her behavior. A child is NOT their behavior. Behavior is a symptom of a child physically expressing a need versus having the tools to verbally express their need and receive help.

CVCS gives the child words and tools that empower them to communicate, understand their emotions and avoid frustration. Shaping the heart of the child vs. shaming or punishing.

We redirect by giving alternative choices. Ask meaningful questions. Provide time away from the situation to gain control in emotionally charged situations. Equipping each child by providing social and emotional training in the classroom. (Second-Step SEL/ Red-Green Choices)

We ask 5 questions:

- What was happening?
- What were you feeling when it was happening?
- What did you do?
- What were you wanting to happen?
- What did happen?

Steps of intervention

- Verbal communication and redirection by the teacher
- Alternative choices and suggestions offered by the teacher
- Time to cool down if needed
- Rejoining and retrying (most issues are resolved at the end of these steps)
- If not able to resolve, there is a second tier of authority involved that may include the Director or Vice Principal when needed.

Ongoing issues will be worked on with the director, teachers, and parents. We are in partnership with families to help shape and groom the hearts of our students. Biting, hitting and ongoing issues, will be handled on a case-by-case basis. We always put the safety of the hearts and minds of each student at the forefront of our day.

Our Mission

We are partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Christ.

DRESS CODE

The following is an excerpt from the CVCS Parent/Student Handbook with some specific instructions given below:

- Shoes must always be worn.
- Elementary Campus: Flip flops or strapless shoes are not permitted while playing on the playground in grades early childhood through 3rd grade.
- Shorts are permitted for school wear but must have a finished edge and not be shorter than fingertip length.
- Girl's skirts or dresses must have at least a knee-length hemline, unless worn with opaque (non-see through) leggings underneath. With appropriate leggings, or undergarments to help young ladies stay modest.
- Tank tops must have at least a three-inch strap. (Spaghetti straps are only permitted if they have a shirt underneath or a covering over the top of the shirt.)
- Midriff must be covered, even if hands are raised.
- Pants are to be worn at proper waist level.
- Clothing worn to school cannot have negative or immoral messages, drug, alcohol, or suggestive insignias, messages, or otherwise age-inappropriate messages.
- Clothing must not have holes or abrasions above the knees that reveal skin or undergarments.
- Hats, beanies, visors, and hoods are not allowed in school buildings during school office hours. This rule does not apply to after-school extracurricular activities.
- Spandex and similar tight clothing must not be worn unless covered by clothing that meets the above criteria.
- Pajamas may not be worn to school unless it is a specified day.
- Girls only may wear earrings. This is the only allowable "pierced" jewelry.
- Students are to be well-groomed, neat, and clean. All students must keep hair out of their faces.
- Please send in daily, an extra change of weather-appropriate clothes to school - enclosed in a Ziploc bag - in your child's backpack, if not already done so. Please include the following items:
 - Underwear, socks, shirt, pants, and shorts
- Check that your students always have a change of clothes stored in your child's backpack.
- Check each week that it has current weather-related clothing.

DROP-OFF AND PICK-UP

Drop Off:

- 8:20 a.m. Preschool/PreK students may enter the building.
- If Preschool/PreK families arrive prior to doors opening, please wait outside.
- Morning Extended Care is available. If you have any questions, please email Brandy Wingard at brandy.wingard@cvcsonline.org.
- Students need to be checked in by an adult, in their assigned classrooms.
- **Please be aware that the fence gates are locked after morning drop-off.** You can ring the doorbell on the Early Childhood building if you are picking up during school hours.
- If you have any issues gaining access with your fob, please email Mrs. Wingard with the last 5 digits and your child's name.

Pick up promptly at:

- 12:15 p.m. – Half-Day

- 3:15 p.m. -Full-Day (school ends)

All students pick up:

- Your child needs to be picked up and signed out by an approved adult.
- ID will be required at pick up for unfamiliar faces.
- Please make sure your Facts/Renweb account show authorized pick-up information.
- We accept Pikmykid as an authorized adult when they announce.

Half day and Full day:

- If you have older children at the school, you will pick up all your children at the Early Childhood area. This is a walk-up option only.

Any changes to the way your child normally goes home, needs to be submitted through Pikmykid app or in writing on the sign-in sheet.

ENRICHMENT AND EXTENDED CARE

EXTENDED CARE/ SUMMER CHARGER BRIDGE DAY CAMP

Extended care is available (for an additional charge) outside of school hours for families needing before and after-school care. If a child arrives at school before class starts at 8:20 a.m. or is not picked up by 3:35 p.m., your child will be checked into Extended Care and rates will apply.

Extended Care hours are 7:30 a.m.-8:20 a.m. and 3:35 p.m. - 6:00 p.m. Please visit the website for more information regarding rates. All fees accrued will be charged to your FACTS account monthly. To sign up, please contact the director or fill out the sign-ups via Early Childhood Electronic News.

Morning Extended Care rate for Early Childhood from 7:30 a.m.-8:20 a.m. is a flat rate. You will be billed from 7:30 a.m.- 8:15 a.m. no matter what time you drop your student off during that time. Current rates apply.

Afterschool Extended Care, holidays, and non-school days will be located in building 1A and run by the Director of Extended Care. If you need more details, please contact Kim Sangster at ksangster@cvcsonline.org. Mrs. Sangster will be sending out signups for days outside of school that are an additional fee.

Afterschool extended care needs to be put into your Pikmykid app for the days you are planning to have your child attend.

Summer Camp is a great option for families needing year-round care for their child(ren). Sign-ups open in March.

MEDICATION/HEALTH OFFICE

If your child requires medication, please take medication directly to the school Health Office in the main building and discuss the administration of the medicine. The school nurse will train/update teachers on the student's treatment plan. We must have a current treatment plan in place before your students attend CVCS. This is required before we can administer epi-pens or any medication to be administered as requested by parents.

All students must be fever free for 24 hours before returning to school without fever-reducing medications. If your student is contagious to other students, you will be contacted to come and pick your student up from the main building. Your student will be waiting in the health office.

PARENT CONFERENCES/COMMUNICATION

Parent Conferences

Fall parent conferences will be during the second full week of October. We will have Extended Care available for an additional fee. If you have any questions before then, please contact your student's teacher via email or by calling the school.

Communication/Email

We ask that you communicate with your student's teacher first. Please email your student's teacher or schedule a time to talk via email. Drop-off is a busy time and teachers do not have time to discuss each student. Although the aides are with your student throughout the day, it is best for student communication to go directly through the teacher.

"Week at a Glance" (WAG)/Early Childhood News

WAG/ Early Childhood News is emailed out on Fridays. This email is full of all the things you will need to know:

- Extended Care Sign-ups
- Classroom Sign-ups
- Up and coming dates
- Campus activities and ways to stay connected
- PTF information (Parent Teacher Fellowship)

This is our main form of communication. We pray this will help keep you up to date on all the great things happening at CVCS.

Weekly COMMUNICATION

End of the Week Folders will come home on your student's last day of the week.

Returning Folders

Folders need to be brought back to school on the first day of your student's return to class.

End of Week Folders will include

- Student's work
- Signup forms - green papers to be returned to school
- Office communication

Always check your weekly Early Childhood News email for all current information. Please return forms in End of Week Folders.

The value of reading about what is happening in the Early Childhood Department is important to all. Please make sure you are getting your weekly emails. You should have received a few by now. If you have not received any emails from Brandy Wingard (Renweb). Please give her a call or send an email saying you have not received the communications sent out. Her email address is brandy.wingard@cvcsonline.org.

PARENT VOLUNTEERS

We are so excited to serve alongside you. We want to partner with you in the opportunity to set an example for your student of God-centered service. There are many opportunities for parents to help the teachers and students. If you are interested in helping by having projects sent home to cut or prepare, please let your child's teacher know or talk with the director to see where you can serve.

Ways to help:

- Cutting and Prep for classroom projects
- Classroom party prep and volunteers
- Room Representatives

- PTF (Parent Teacher Fellowship)
- Playdough makers

All areas of service are greatly appreciated. We talk with your students about leadership and working in your areas of strength and gifting. If you are gifted in an area and feel can serve the Early Childhood students and teachers, please come talk with the director.

PERSONAL BELONGINGS

Each teacher will decide what days your child will have a 'Share Day.' Please bring items for this special day in a bag with your child's name on it. For safety reasons, please do not allow your child to bring any toys to school unless it is their special sleeping buddy. Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school. Teachers are not responsible for lost or broken jewelry, toys, or hair accessories. Please label all personal items that come to school.

POTTY-TRAINED POLICY

Children enrolled in CVCS Early Childhood Program must be potty trained by the first day of school. We understand occasional accidents happen. These occasional accidents are infrequent and are throughout the year. If your child has three or more accidents in a short amount of time, we will reevaluate if he/she is ready for school. Potty-trained children can:

- Communicate to teachers that they need to use the bathroom
- Independently use the bathroom facilities without assistance (Please practice at home with your student independently wiping themselves.)
- Wear underwear. (No Pull-ups or diapers allowed)

If your child is not potty trained by the first day of school, you will be eligible to move to the top of our waiting list. If you want to continue to hold the spot for the class, you can continue to pay tuition and save your student's spot. When your student is fully potty trained, he/she may return to class if the spot was held.

REST TIME-FULL DAY STUDENTS

Your child will have rest time daily for approximately 25 minutes in the afternoon. Your child's bedding cubby is in the hallway, between the classrooms. The bedding they bring at the beginning of the week, will be kept at school. We will provide a large plastic bag to help keep germs to a minimum. (This bag stays at school).

Suggested bedding:



- One-piece blanket, mat, and pillow attached.

A link will be sent in your "Welcome" email. We will be sending the bedding home at the end of each week. **Please launder the bedding each weekend and dry them completely in a - hot dryer.** This will help keep germs out of the classroom and your home.

SNACKS AND LUNCHES

All Students

Your child's morning and afternoon snacks need to be in a separate Ziplock-type bag or container, with his/her name on it. Helpful Tip:

- Placing the Ziplock snack bag in an outside pocket of your child's backpack near their water bottle, makes finding the snack quick and easy. We have students unpack their backpacks each day. This helps teach them independence, so be sure to talk to your kiddo about where to find their snacks and lunches in their backpack.

Full Day Students

The afternoon snack can stay in your child's lunchbox, please include an ice pack.

Sweet Treats

While sending cookies and candy with their lunches seems like a fun idea, we would appreciate it if you would save it for an after-school treat, to have with you. If you do send treats with them, they will not be allowed to be eaten until after their lunch and afternoon snack are consumed.

When possible, please see that your child's snack/lunch contents can be easily opened by your child. We are working on independence with your student. Our staff will help when needed but want to encourage self-esteem during snack and lunch times through student lead activities.

THINGS TO TALK ABOUT OR PRACTICE AT HOME

If you are wanting to ask your child about the day, here are some suggested questions:

Bible

What story did we learn about today?

What Bible truth did we learn?

Letters

What letter of the week are we working on?

What does it sound like?

What items in your home start with that letter?

Numbers

What number of the week are we learning?

What are the different ways of counting that number in your home? (ex. Spoons? Shirts? Steps?)

Art

What colors did you use in your art project?

What type of materials were used to create the project?

Reading nightly to your child is very important to his/her whole academic success, as it also gives you special time together. The following skills are great to practice at home:

- Cleaning up
- Recognizing colors/shapes

Identifying Letters in their name

- Buttoning, snapping, zipping, and tying
- Cutting with scissors
- Sharing
- Bathroom skills: wiping, washing hands and flushing the toilet

This manual is subject to change without notice.