

## CCS PARENT HANDBOOK

The following information is provided to parents in advance of enrollment in Carterville Christian School. Provision of this information is to comply with Mississippi State Department of Health requirement for Child Care Facilities (103.01, 07/01/2009 Revision). Please read all pages of this document as you will be asked to sign a statement prior to the beginning of school that you have read and understand it.

### **Operating Information:**

1. The purpose and philosophy of Carterville Christian School is “To train preschool children in the way they should go” (Proverbs 22:6) by providing them with opportunities to develop intellectually, emotionally, socially, physically, and spiritually through teaching and showing the love of Jesus Christ. Preschool education services will be provided to children ages 2, 3, and 4, three days per week; Tuesdays, Wednesdays, and Thursdays. Operating hours are from 8:30 am until 11:30 am. Following the first day of classes, which will be the first Tuesday after Labor Day, the school calendar is simultaneous with the Petal Public School District including holidays, vacations, breaks, and inclement weather days. Carterville Christian School is owned and operated by Carterville Baptist Church, a not-for-profit Corporation, affiliated with the Southern Baptist Convention.
2. Ms. Sandra Shedd is the Director of Carterville Christian School. Her office is located within the preschool building of the church. She may be contacted by calling 601-545-1010 during office hours.
3. Carterville Baptist Church is chartered as a Southern Baptist Church and is an autonomous body of baptized believers and followers of Jesus Christ. He is the recognized head and authority of the Christian Church. Church polity is congregational, meaning that the congregation makes the major decisions for the Church in regular business sessions. The Pastor is recognized as the Under-Shepherd and the officer elected by the Church Body to lead the Church. The Carterville Christian School Committee has been elected by the Church Body to formulate policy, hire personnel and oversee the general operation of the School. Day-to-day management organization or lines of authority for Carterville Christian School are as follows: The Teachers report directly to the Director of the School. The Director of the School operates the school in consultation with the Minister of Education, who is also an ordained Church official. The Minister of Education and the Director report regularly or as needed to the Carterville Christian School Team. The Team reports on the financial status of the school to the Church in regular business sessions.
4. Carterville Christian School provides quality educational opportunities for 2, 3, and 4 year-old children. ***The child must be 2, 3 or 4 years of age on or before September 1<sup>st</sup>, 2020.*** **Please note that all 3 year olds must be potty trained.** State law requires that we have diaper changing facilities and sinks in rooms where diapers are changed and our 3 year old rooms are not equipped with this.

5. Children will be registered on a first-come-first-served basis with the exception that the initial week of registration will be offered first to members of Cartersville Baptist Church. A waiting list will be maintained for each class age grouping as needed. Cartersville Christian School does not discriminate on the basis of race, color, national or ethnic origin in administration policies and other school administered programs.
6. Fees/Tuition for each student for the 2017-2018 school year are as follows:
  - \$60 Application Fee (per family) payable when application is submitted
  - \$80 Supply Fee (per child) payable by the first day of school
  - \$150 Tuition per month payable by the 5th of each month
  - \$5 Late Fee when monthly tuition is paid after the 5<sup>th</sup>
  - **ALL FEES ARE NON-REFUNDABLE.**
  - If a child is picked up after 11:45 am, a late pick-up fee of \$5.00 will be assessed for the first ten (10) minutes. After the first ten minutes lapses a late pick-up charge of \$1.00 per minute will be assessed.
7. **Each child must have on file a copy of their Form 121, or Immunization Record.** These must be received in our office by **Open House on Thursday, August 31, 2020** in order for their registration to be complete.
8. Cartersville Baptist Church carries General Liability insurance coverage on all church property. Included in that policy is provisional accident coverage based on a non-duplication, excess or secondary basis.
9. Cartersville Christian School is insured under the Cartersville Baptist Church General Liability policy.
10. Children may be removed from our preschool for the following causes: past-due payment of tuition after 30 days will automatically cause a child to be removed. Chronic misbehavior without parental cooperation and/or intervention may result in removal from preschool.  
In the event that a child must be removed from school during a school day, it will be done as discreetly as possible as to not embarrass the child or the parents.
11. One month prior notice must be given in advance for a parent to remove or dis-enroll a child from school. If a child is in school for part of a month the entire tuition for that month will be charged
12. The maximum time a child may be left at this child care facility is from 8:30 am until 11:45 am, Tuesdays, Wednesdays, and Thursdays when school is in session.

### **Arrival and departure procedures for children:**

1. Children arriving at school will be met by the Director, a Teacher, or a Parent helper from 8:20 am until 8:40 under the canopy beside the Administrative Offices (2's and 3's) or at the back double doors (4's). The director or designated person will assist the children exiting the cars. *Arrivals after 8:40 am must be walked to the lobby of the school to meet the director at that point.* Children may be picked up from 11:30 until 11:45 under the large canopy by the Fellowship Hall toward the rear of the church campus.
2. **Parents are requested to stay in their cars in line to pick up their children.** Two cars may be loaded at the same time (bumper to bumper-not side-by-side) as this is a large canopy. Children will not be allowed to cross between cars under any circumstances. Your children will be escorted to the vehicle. ***It is your responsibility to secure your child or children in a proper child restraint device. Staff is not allowed to perform this responsibility.***
3. Only authorized persons who are known by the staff may pick up children in a vehicle. A written authorization must be provided in advance for persons allowed to pick up any children from Carterville Christian School.
4. Children are not allowed to remain in the school after closing. Staff members are not allowed to babysit individual children. If a child has not been picked up by 12:00 noon, all monetary assessments will continue to run. The director will then begin calling emergency numbers that you provide in the application. Children are not allowed to be transported by staff in their personal vehicles.

### **Program and activities information:**

1. Children are to have back-packs for storing and transporting personal effects. Parents are to furnish one change of clothing for emergencies; pants, shirt or blouse, underwear, and socks. Place these items in a zip-loc type bag with your child's name on it and bring to school on opening day. They will be stored for emergencies only. The soiled clothing will be placed in the plastic bag and returned to the parent. Arts and craft items will be kept in the classroom until sent home with the child at the appropriate time.
2. Corporal punishment is not allowed at Carterville Christian School. Behavioral discipline will be used in the classroom and on the playground; e.g. "time-out".
3. Children will not be transported off-site without the parents' prior written approval.
4. Children will not be photographed individually for media purposes without the prior written approval of the parent or guardian.
5. The children will not participate in extracurricular activities outside of regularly scheduled playground activities.

6. For sun safety a canopy will be provided within the playground facilities that will meet or exceed the State of Mississippi requirements for child care facilities.

**Health and emergency procedures:**

1. Medications will not be administered to children at Carterville Christian School unless a medical emergency exists and parental authorization has been obtained.
2. Any and all suspected child abuse or neglect will be reported to the proper authorities as is required by State law.
3. In the event your child requires emergency medical care due to an illness or accident, they will be transported to the nearest available facility and parents will be promptly notified to meet the child at the facility. Depending on the nature of the illness or accident your child may be taken to your family physician as noted in the application for admission or to the emergency room of Forrest General Hospital in Hattiesburg. Parents will be notified promptly. If you want your child to be exempt from medical services on religious grounds, please note same in the application for admission.

**State regulations:**

1. A copy of the Mississippi State Department of Health Child Care Facilities Regulations are on file in the office of the Director of Carterville Christian School. They may be reviewed by contacting the director during regular business hours or by calling the office at number 601-545-1010.
2. You will be asked to sign a statement stating that you have received a summary of licensing standards and other materials designated by the licensing agency for such distribution. This statement will be placed in the permanent student file of your child.
3. The name and telephone number of the Mississippi State Department of Health licensing official responsible for the inspection of the facility is: Southeast Public Health District VIII, 601-271-6099.
4. The Child Care Facility Complaint Hot Line number is toll-free 1-866-489-8734.