

Cloverdale Christian Day School



2023-2024
Parent
Handbook

Train up a child in the way he should go:
and when he is old, he will not depart from it.

Proverbs 22:6

About Us

Cloverdale Christian Day School (CCDS) is a ministry of Cloverdale Church of God. We have been providing quality Christian childcare in the Boise area for over 35 years. Our desire is to cultivate a rich learning environment by loving children. This is accomplished by teaching about God's love, encouraging caring friendships, and creating an atmosphere of safety and comfort. Our teachers are committed to the development of the whole child: Spiritual, Social, Emotional, Physical, and Cognitive.

Implementation of Policies

All policies and school requirements are interpreted and implemented at the discretion of the Director, including illness, closures, and disciplinary outcomes.

What We Believe

The whole Bible is our creed. Therefore, any effort to define what we believe necessitates a desire to emphasize the whole Word of God as the source of our core beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and proper conduct. It is the sole and final source of what we believe. As such, we believe and celebrate that every child is wonderfully, uniquely, and distinctly created male or female in the image of God.

In all matters of faith, doctrine, practice, policy, and discipline, the Board of Cloverdale Church of God is the final interpretive authority on the Bible's meaning and application for CCDS. Parents and students should agree with Cloverdale's beliefs and all the policies set by the church governing board. A copy of our beliefs is available upon request. The published beliefs do not exhaust the extent of what we believe.

***Information in this handbook is subject to change.

Administrative Staff

Kim Brandt, Director

Colette Wisniewski, Administrative Assistant/Bookkeeper

Teachers

Julie Brown, Extended Day Pre-K Preschool Teacher

Savannah Hayes, 3's and 3- & 4-year Combo Preschool Teacher

Stacy Taylor, Pre-K Teacher

Traci Terrall, Full Day Transitional Pre-K Teacher

All staff members have a complete background check, are CPR & First Aid Certified and attend a minimum of 4 hours of annual training through Idaho Stars.

Cloverdale Christian Preschool 2023-2024 Calendar

August 21, First Day of School

September 4, Labor Day, No School

November 20-24 Thanksgiving Vacation

December 18- January 1, Christmas Vacation, return January 2nd.

January 15, Martin Luther King Day Holiday

February 19, President's Day Holiday

March 18-22, Spring Break

May 23, Last Day of School

Hours of Operation

The day school office hours of operation are Monday-Thursday 8:00 am – 4:00 pm or by appointment outside those hours.

Snow Closures

In the event that West Ada closes for snow, our school will also close. The decision to close school will be made by West Ada between 5 a.m. and 6 a.m. Watch or listen to the following stations for closures; Television: Channel 2, KBCI; Channel 6, KIVI; Channel 7, KTVB, AM Radio Stations: KBOI, 670; KIDO, 630; KGEM, 1140, FM Radio Stations: KJOT, 105; K-106, 106; K-LITE, 104; KHEZ, 103.3; KIZN, 93.1; KBSU, 90.3.

Registration

- CCDS is open to children ages 3 to 5. Children must be 3 years old by September 1 to be eligible to attend preschool for the current school year.
- **Children must be fully potty-trained.** While we expect accidents from time to time, children who have multiple accidents may be required to leave at the discretion of the Director. Children must be able to recognize the urge to go, verbalize the need, get in and out of the bathroom on their own, be able to wipe, and wash up independently. **Pull ups are not allowed.**
- In accordance with Idaho State Law, each child in attendance at Cloverdale Christian Day School must have a current copy of their immunization records on file.
- EXEMPTIONS: Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Department of Health and Welfare, Immunization Program.

Drop Off/Pick Up

- **Day School Access** – Day School entry doors will be unlocked during drop off and pick up windows. Doors will be locked 15 minutes after class start time and unlocked 15 minutes prior to class end time. Access outside of these times will be given by the Director or Church Office Administrator. These procedures subject to change.
- **Drop Off & Pick Up**– TBD by classroom.
- **In an effort to maintain a safe and secure environment you must notify us if anyone other than yourself will be picking up your child.** Please notify the Director and the child's teacher if someone else will be picking up your child. Please advise that person that they will be asked for identification if one of our staff members does not recognize them. If they do not have valid identification, we will not release your child to them. When computer check in is being utilized the person picking up your child must also have the access code to check your child out.

Parking

- **Please park in designated parking spots only.**
- **Do not park in the red zone directly in front of the building or around the "island" in front of the entrance even temporarily.** All areas along the sidewalk are considered fire lanes and cannot be used for parking.
- Do not allow your child to run unattended through the parking lot.
- Do not leave children unattended in your car, even for a few minutes.
- Do not allow your child to play in the landscaping or on the brick walls outside the front door.
- Please do not leave your vehicle idling.

Billing Policies

Tuition and Payments

- Tuition is due the 1st of the month.
- **Credits are not given for absences, illness, holidays, mandatory exclusions, vacations or closures due to weather.**
- A \$20 fee will be added to your account if a check is returned unpaid.
- A \$25 late payment fee will be added to your account once it is 5 days past due.
- A \$25 late pick up fee will be added for the first incidence of late pick up (more than 10 minutes after conclusion of class). A \$35 fee will be added for the second incidence. Continued late pick-ups will result in a meeting with the Director.

Policies for Cloverdale Christian Day School

- Children enrolling in preschool class must be 3 years of age by September 1st. Children enrolling in Pre-K class must be 4 years of age by September 1st.
- **Morning half day classes** begin at 9:00 am and end at 11 :45 am.
- **Afternoon half day classes** begin at 12:45 pm and end at 3:30 pm.
- **All full day classes** begin at 8:30 am and end at 3:30 pm.
- Your child's teacher will designate special share days. These are the **only** days children are allowed to bring special toys or books. Please do not allow your child to bring toy guns, knives, or swords.
- As a Christian school we enjoy the privilege of prayer and Bible reading. Our students participate in twice monthly chapel activities.
- Our goal is to provide quality care and instruction; we appreciate the need for open and clear communication. Please let us know of any joys, concerns, or questions that may be relevant to your child's care.

Allergies

CCDS is **NOT** a peanut free facility.

Please make sure you notify your child's teacher and the school office of any type of allergies that your child is susceptible to, especially any type of food allergy. We do our best to monitor food allergies and we make a conscientious effort to make sure that your child is not exposed to anything that would cause an allergic reaction. If your child requires an Epi Pen you must provide one to be kept on site. It must be packaged in its original packaging with the prescription attached. If your child has an allergy which requires the use of an Epi Pen, you will be asked to provide allergy free snacks for your child. Your child will be served their personal snack whenever a snack is served that is not prepackaged with ingredients listed.

Sick Child Policy (subject to change at any time at discretion of Director)

Under no circumstances may a parent bring a sick child to preschool. You will be called to pick your child up if he or she shows signs of illness and/or is unable to participate in the normal routine and regular preschool program.

A sick child exposes other children and staff members to illness. If other children become ill due to exposure to your sick child either because he/she was returned to school before full recovery or because he/she was not picked up promptly upon notice of illness, other families will be inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

You must notify the school if your child has been exposed to a communicable disease. This would include, but is not limited to COVID 19, chickenpox, fifth disease, staph infection, or influenza.

Symptoms requiring removal of child from school

- **RETURN POLICY: Children may not return until they are symptom free for 24 hours.**
- Fever of 100* or higher. A child needs to be fever free for 24 hours before returning to preschool. This means fever free without the use of fever reducing medications.
- Any fever accompanied by a sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting 2 or more times in a 24-hour period.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of other children in our care.
- Unexplained rash requires a note from a doctor stating that the rash is not contagious.
- Flu/Pneumonia/Bronchitis requires a note from your doctor stating that it is okay to return to daycare.

If your child is sent home with any of the above symptoms, they must remain home for 48 hours.

Medication: All prescription medication must be prescribed by a doctor specifically for your child and must be in its original un-expired prescription container. All medication must be accompanied by a Medication Information Slip (provided in this manual and available from your teacher) filled out in entirety by a parent. The medication and the medication information slip must be turned into a teacher or director. Except for allergy medication we do not administer over the counter medication. We will not administer allergy medication that makes a child sleepy as this interferes with a child's ability to fully participate in daily activities.

Antibiotics: A child with a contagious condition for which antibiotics have been prescribed may NOT attend CCDS if he/she shows any signs of illness as outlined below. This policy is for the benefit and protection of all children and staff.

Diarrhea is described as runny, watery, bloody stools or 2 or more loose stools within a 4-hour period. A child with diarrhea must stay home until the diarrhea has stopped and normal bowel movements have resumed.

Fever is described as 100 * or higher. A child needs to be fever free without the use of medication for 48 hours before returning to daycare or preschool.

Head Lice: A child with head lice must stay at home until specific treatment is completed and lice and nits in hair and clothing are absent.

Impetigo & Conjunctivitis: These are very contagious conditions and must be treated with antibiotics before your child can return to school. Your child must be removed from school until he/she has been seen by a doctor and has been on medication for 24 hours. We will also need a note from your doctor.

Runny Nose: *Children with clear discharge will be allowed to attend at the Director's discretion.* Thick yellow-greenish discharge could indicate an infection. Please be aware of this and treat accordingly.

Strep Throat: A child with strep throat may not attend daycare/preschool until they have been on antibiotics for 48 hours. They must also be symptom free and feeling well.

Vomiting: A vomiting child may not attend daycare or preschool. **Please do not bring your child to school if they have vomited during the night OR two or more times over a 24-hour period.**

Children should be well enough to actively participate throughout the day. In any case of serious or unexplained illness a doctor's medical clearance may be required to return to school. These rules reflect a common respect and responsibility to protect children and staff from illness.

Unacceptable Behavior Policy at Cloverdale Christian Day School

Every disciplinary situation is considered unique and requires a unique response at the discretion of the Director.

We strive to redirect unacceptable behavior whenever possible, however, sometimes we need your help. Incident report forms explaining the infraction may be sent home with children. The purpose of this form is to protect the rights of the teachers and staff of our center and the rights of other children who sometimes become victims of unacceptable behavior. Abusive behavior is defined as any act by a child that deliberately inflicts physical harm to another child, to themselves or to a staff member. This includes biting, hitting, pushing, and scratching. It also includes verbal abuse of another child or staff member, use of curse words, abusing furnishings, throwing items at another child or staff member and continued defiant behavior.

Below are examples of behaviors which will result in disciplinary action

- Lack of respect towards school personnel, parents, and peers
- Destruction of school property
- Verbal or physical violence
- Use of inappropriate or discriminatory language, and obscene language

Examples of Playground/Gym Rules

- Stay in the authorized area.
- Playing with gravel/rocks is not permitted.
- Swinging only while sitting on your bottom
- Sand is not to be thrown.
- Sliding down is permitted on the bottom only. We do not allow children to climb up the slides.
- Children must ask permission of the adult in charge to go to the restroom or get a drink.
- Running into the gym walls could result in serious injury and is not allowed.
- Balls in the gym are for bouncing and catching. We do not allow balls to be thrown at other children, staff members or into the walls, lights or any other structure that could cause damage.

Discipline

Discipline is handled as each unique situation demands and is always done lovingly and gently. It is our desire to promote and secure the development of positive healthy self-esteem. The teachers demonstrate kind, loving, positive-reinforcement techniques as we strive to reinforce and stimulate good attitudes and behavior.

Responses to unacceptable behaviors may include, but are not limited to, time outs, redirection, and conversation with the Director. Communication regarding disciplinary action may be conducted with the parent via text, email, phone call or direct conversation.

If the problem persists, the director will begin the process of documenting and implementing a formal behavior contract. Failure to progress positively through a behavior contract can result in expulsion from the daycare. We have a strong code of ethics, maintain a high standard of professional conduct, show respect for students, parents, and colleagues, and are open to new ideas and willing to learn from others.

At the discretion of the Director, we reserve the right to suspend a child without prior offenses if the infraction is severe and endangers other children. Parents will be called, and the child must be removed from the facility as soon as possible.

Child's Name _____

(Please sign & return)

Parent Commitment of Support

We will faithfully support the school through our prayers and positive attitude. In keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints or negative comments only with the people involved. We pledge to cooperate with the school to help our child have a positive experience at Cloverdale Christian Day School.

Authorization for Medical Emergencies

I authorize Cloverdale Christian Day School to secure emergency medical and or surgical treatment from a licensed physician, EMT, or hospital for my child, should such be necessary. I understand that all reasonable efforts will be made to notify me before such actions are taken & agree that expenses of such an emergency will be the responsibility of the parent/guardian.

Cloverdale Christian Schools Photo and Website Permission

Occasionally Cloverdale Christian Day School would like to include photographs of students in our brochures, website, or other promotional materials. However, for the school to use student photographs, we need permission from the parents of those students whose face is recognizable.

Cloverdale Christian School may use my child's picture in brochures or other printed/displayed promotional materials.

Yes _____ No _____

Cloverdale Christian School may use my child's picture on their website.

Yes _____ No _____

Unacceptable Behavior Policy

I have received a copy of the unacceptable behavior policy included in the CCDS parent handbook and am aware of the procedures. If my child is suspended, I am aware that my tuition rates for that month remain the same.

We (I) have read and acknowledge all material contained within this parent handbook.

Signature of parent or guardian

Date

Signature of parent or guardian

Date