

Cedar Springs Weekday School Parent Handbook 2017-2018



**Cedar Springs Weekday School
9132 Kingston Pike
Knoxville, TN 37923
Phone: (865) 291-5252
School Age Care: (865) 291-5251
Fax: (865) 692-5505
www.cspc.net/weekdayschool**

Dear Parents,

We are thrilled about the many learning experiences taking place here each day and eagerly anticipate getting to know each family God has brought to us. We are honored you have chosen Cedar Springs Weekday School for your child's educational needs.

Blessings to your family,

Karen Witcher, M.A., Director

Susie Isaac, M.A., Assistant Director

Rachel King, M.A., Admissions & Preschool Coordinator

Ann Anderson, M.A., Office Coordinator

Jasmine Thibou, MBA, School Age Care & Marketing Coordinator

Lisa Kyker, A.S., Human Resources Specialist

Pam Aydelott, B.B.A. Bookkeeper

Cedar Springs Weekday School Offers

Part-time Preschool for 2-4-year-olds - 9:00 a.m.-1:30 p.m.

Part-time Preschool for 5-year-olds "age-ready" for K - 9:00 a.m.-1:30 p.m.

Tuesday/Thursday Summer Preschool 3-5-year-olds - 9:00 a.m.-1:30 p.m.

Full-time Preschool for 6 weeks-5-year-olds - 7:30 a.m.-6:00 p.m.

State-Certified Kindergarten - 8:00 a.m.-3:00 p.m.

After School Care for Kindergarten-5th graders - 2:45 p.m.-6:00 p.m.

with bus pick-ups at Bluegrass, Cedar Bluff, A.L. Lotts, West Hills, Northshore,
Hardin Valley, Farragut Primary, Farragut Intermediate & Ball Camp Schools

Summer Camp for K-5th graders - 7:30a.m.-6:00p.m.

Licensed by the TN Department of Education (D.O.E.)

A ministry of Cedar Springs Presbyterian Church since 1966

CEDAR SPRINGS PRESBYTERIAN CHURCH

LOVING GOD, LOVING ONE ANOTHER, SERVING THE WORLD

CEDAR SPRINGS PRESBYTERIAN CHURCH BELIEFS

Evangelical Presbyterian Church – The Essentials

These are the Essentials to which we hold. These Essentials are set forth in greater detail in the Westminster Confession of Faith. All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the 66 books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.

On this sure foundation we affirm these additional Essentials of our faith:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross as a sacrifice for our sins, according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, and empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity, where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
6. Jesus Christ will come again to the earth - personally, visibly and bodily - to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come, Lord Jesus." (Rev. 22:20)
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Eph. 2:10)

WELCOME

Cedar Springs Weekday School is a ministry of Cedar Springs Presbyterian Church and exists to serve church families and those in the surrounding communities. We are governed by a Leadership Group consisting of elders, deacons, staff and school parents. We are an evangelistic Protestant church whose teaching is consistent with Presbyterian (or Reformed) doctrine and the Westminster Standards.

MISSION

Our mission is to respond to God's love by following Jesus: in loving God, loving one another, and serving the world.

PURPOSE

Our purpose is to care for children in the absence of their parents and to teach those we meet about Jesus so that they may one day come to know Him personally. (John 3:16)

PHILOSOPHY

- To provide a safe and loving environment that offers nurturing in spiritual, emotional, intellectual, social, and physical areas of growth for children ages 6 weeks through 5 years and grades K-5th.
- God has graciously given us our children (Genesis 33:5) and we view our role as an extension of the family. We provide support through education and parental assistance throughout the year.
- That children may learn in an exciting, timely, and developmentally appropriate way with each level affirming and laying the foundation for the next. (Proverbs 22:6)
- Our primary desire is that all our little ones are cared for in an atmosphere that is safe, warm, welcoming and loving. At just the right time we provide numerous experiences which stimulate a child's curiosity about the world and everything God created.

LICENSING

We are licensed by the State of Tennessee, Department of Education. We follow strict guidelines regarding safety measures, square footage inside/outside, equipment, food and drink served, staff background checks, fingerprinting, qualifications, in-service/continuing education, child/teacher ratios, curriculum, and the confidentiality of your child's permanent records. We are evaluated many times during each school year by local, state and national overseers, accreditors, and licensing officials. The number of children in a room is decided upon by licensing requirements regarding square footage.

A full document outlining the "Rules of The State Board of Education Standards for School Administered Child Care Programs" (Chapter 0520-12-01) is available at:

http://www.tn.gov/assets/entities/sbe/attachments/1-27-17_III_U_Standards_for_School_Administered_Child_Care_Programs_Rule_0520_12_01_Clean_Copy.pdf

CHANGES

If it becomes necessary throughout the year to make changes to this handbook, an email will be sent to you so you may add this new information to your handbook.

GENERAL INFORMATION

ADMISSION

Cedar Springs admits students of any race, creed, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school and does not discriminate on any basis in the administration of its policies and other school-administered programs.

A NON-REFUNDABLE registration fee reserves a place in class from the initial enrollment time prior to the first day through that session. Applications must be filled out and returned.

CANCELLATIONS

If not enough students enroll in a class to cover expenses, the class will be canceled. Parents will be notified 2 weeks prior to the first day of class and other arrangements will need to be made by parents and school staff.

E-MAIL COMMUNICATION

We often communicate with our families via email. Please check your inbox for monthly newsletters, as well as general updates and information about the school. Sometimes emails can be flagged as spam, so please check your spam box, too. Tuition statements are emailed out as well, so please let us know if we need to update your email address.

PARKING

Parking on campus should be in designated spaces only. The front circle is not for parked cars. The area behind the east wing, nursery, and beside the front Chapel is one way. **Please do not turn into the Chapel parking lot from Kingston Pike and follow the directional signs regarding the parking lot located by the playground.**

ARRIVAL

Please make sure each day you bring your issued security badge and use the main doors in the Reception Hall for entering and exiting the Weekday School area. Parents are not allowed to enter or exit through the doors in the nursery hall for security reasons. Children should not be allowed to come into the building alone from the outside doors or parking lot. Please sign them into class upon arrival using the class roster in your child's room.

SECURITY ID BADGES

Each Weekday School family is issued 2 security picture IDs; the cost of which is included in the registration fee. The cost of each additional badge is \$6 and will be charged to your account. When you leave our program, please return your ID badges to the WDS office for security reasons. There are no refunds. Please do not let other people come in with you when you use your badge, as this defeats the purpose of our security measures. These are in place to keep your child as safe as possible. Please have your security I.D. with you at all times while in our facility.

DISMISSAL

Your child will be dismissed to you at the end of the day by your signature on our records. Teachers will need to see an I.D. the first time you or anyone else on your approved pickup list comes for your child. If we do not recognize the person picking up your child, we will ask for I.D. verification. Written permission

is required for a child to ride or leave with anyone other than their parents (or legal guardians). You may give permission on the enrollment form, a daily note, or an e-mail or fax.

DIVORCE SITUATIONS

In a divorce situation, please provide us with a copy of the necessary legal documents if permission to pick up a child is different from joint custody where “either Mom or Dad may pick up”. For your child’s safety, we can make no exceptions to these policies no matter who registered the child or who is paying tuition. We will follow Parenting Plan guidelines that the family has established or other official legal documents regarding access/denial to children.

IMMUNIZATIONS & RECORDS

Proof of immunizations must be documented on the proper medical forms prior to the first day of the program. If your child attends public school and is part of our SAC program, your files will be kept at their school. Children may not attend without proof of immunizations. The Kindergarten physical and immunizations are to be completed on or after 4 years of age, no matter when the child starts Kindergarten. The results of this physical **MUST** be documented on the forms available at all doctors’ offices. The original Social Security card and original Birth Certificate (w/raised state seal) is required for us to see, initial, and copy for you.

All children’s records will be kept in strict confidence. The director will furnish documents as requested by a court.

ILLNESS

We ask for your assistance in partnering with us to keep our classrooms as healthy as possible. If your child displays a temperature of 100 degrees or more (or has in the past 24 hours), currently has an earache, sore throat, upset stomach, diarrhea, unexplained rash, persistent cough, crusty, matted or oozing eyes (pink eye), or a communicable disease such as chicken pox, staph infection, strep, or impetigo **DO NOT BRING THEM TO SCHOOL**. Children must be fever free for 24 hours, WITHOUT medication, before they may return to school.

When children develop sickness while at school, with or without fever, they will be isolated from other children by staying in the office until you (or someone on your pickup list) can pick them up. After receiving the call to pick-up, please come as quickly as possible. Also, please leave a number with your child’s teacher where you may be reached during the day, if different from your regular emergency numbers. Please call the office at 865-291-5252 if you need assistance dropping off or picking up a student, if you have a sick child in the car, are on crutches, etc.

MEDICATION

We are not allowed to give your child medication unless it is a daily prescribed dose due during the time school is in session. Written instructions from the parent or doctor need to be on file for how to administer the medication and it **MUST** be in the original prescription bottle with the enrolled child’s name on it. The following of this guideline includes antibiotics, breathing treatments, epi-pens, seizure medication, etc. Children are not allowed to have medication in their possession, including in a backpack or purse, at any time. This includes non-prescription items also. These records must be updated yearly at registration.

PROHIBITED

Smoking, illegal drugs, and firearms are not permitted **ANYWHERE** on the premises; however, an officer of the law may carry a firearm.

CLASSROOM GOALS

We assign two teachers per classroom. While each teacher sets specific classroom goals and objectives, the following goals are general to the school, helping define the Leadership Group's vision (Psalms 127:3-5).

1. To provide an atmosphere that will enable children to learn about God at an early age, feel positive about themselves, understand how uniquely special they are, and know their Creator.
2. To help children learn about living and growing in the world God has created for them to take care of and that He has a plan for their lives.
3. To teach children to manage themselves, their materials, a daily routine in a safe group setting, and to recognize and make good choices.
4. To facilitate a child's growth through manipulatives, movement, equipment, formal and informal activities, and to bring joy and excitement into learning.
5. To provide all children an educational curriculum that is aligned with the [Tennessee Early Learning Standards](#).
6. To help children follow through a sequence of happenings or events in order to find answers by thinking, reasoning, and seeking.
7. To build children's self-esteem by encouraging them to find comfortable and contributing places in their class group.
8. To allow children to achieve their full potential at their own developmental level in a Christ-like environment where God's love is spoken, shared, and modeled on an ongoing basis.

COMMUNICATION

Children will address teachers by their last names. Please call the main school office (865-291-5252) and leave a message if you would like us to return your call. Please **DO NOT** have or try to schedule a conference at drop-off or pick up as your child as the teacher will not be able to give full attention to you at that time. Instead, parents are encouraged to communicate with the lead teacher using his/her Cedar Springs email address, including setting up a conference. If you have a concern with a classroom matter, we encourage you first to speak with the teacher directly, as many issues can normally be resolved in this manner.

DRESS FOR CHILDREN

Label all clothing and other items of value such as backpacks, coats, beach towels, etc. Rubber soled shoes are safest on the playground and **REQUIRED** in the gym. Shoes need to have a back strap on them to secure the shoe to the foot. **NO** Flip-Flops. Socks are required for skating. Please have your child wear clothing appropriate for the weather. A light jacket should be brought when the weather is questionable.

BREAKFAST (Included in full time programs only)

A nutritious breakfast is served each school day at 8 a.m. If your child arrives after that time, he/she will not eat until lunch time. You will be provided a list of the upcoming week's breakfasts each Friday by email and the list will also be available in the classroom. After viewing the breakfast schedule, if you

would like to send an alternate option with your child, please see the office for a list of nutritional guidelines the meal needs to follow.

LUNCH

Send anything your child likes to eat that does not have to be refrigerated or heated. Please do not send purple, blue, or red drinks or jello (due to stain problems), carbonated beverages (they explode), glass containers, hard candy, or gum to school. Also, send silverware if needed. If you forget your child's lunch, please do not stop by a fast-food restaurant and purchase a "happy meal", etc., as the other children in the room will have lunches from home and see this as unfair.

SNACK

We serve a nutritious mid-afternoon snack, as posted in your child's classroom. If your child has severe allergies, please let us know on your application form and send an acceptable replacement snack marked with your child's name.

•No snack will be served in our Part Time Preschool program due to the time frame children are present with us and an increasing number of severe food allergies.

LOST and FOUND

If your child loses an article of clothing or other personal item, please check the main Weekday School Office first to locate it. If an item is lost on the playground or in the Family Life Center (FLC), the items could be in the FLC lost & found. If the items are lost in the Education Building and brought to the Weekday School they will remain there for one week. They then will be placed in the main lost and found closet in the foyer of the main sanctuary. Labeling all items that come to the Weekday School helps make it easier to return them to you in the event they're lost.

PERSONAL TOYS

Please have your child leave all personal toys at home. Sharing a favorite toy is not an easy task. When we encourage children to bring a favorite book or a specific "Show and Tell" item, they are kept in a "safe place" until needed to prevent loss or breakage. Please leave at home the following toys: guns, hand grenades, bullets, knives, swords, war toys, witches, ghosts, beasts, scary characters, boot spurs, and similar items. We attempt to teach children to work out disagreements with words. It has been our experience that these toys may not cause trouble at home with a few children, but in the classroom and on the playground they invite uncontrolled behavior and potentially aggressive actions. Videos owned by the school may be shown for Bible lessons on occasion as well as for a scheduled rest time or event.

BIRTHDAYS

Please tell your child's teacher ahead of time if you would like to celebrate a birthday in class by bringing a special snack for all to share. We do not want to schedule two birthday parties on the same day and many of our children have food allergies. Cookies and special napkins are a favorite to keep it simple. If you are going to invite the entire class off campus, you may give out invitations at school. If only a few are invited, please refer to your child's class list and mail invitations to avoid hurt feelings.

SUNSCREEN (for summer classes)

As necessary, we recommend that you please apply sunscreen before your child comes to class. If you would like to bring a bottle of sunscreen for reapplication later in the day, please fill out a sunscreen form, available from your child's teacher or the main office. Also, please put your child's name on the bottle and it will be reapplied before afternoon outdoor play according to your directions on your form. The bottle will be returned at the end of the summer. *Please note that per the American Academy of Dermatology, it is recommended that sunscreen be applied 15 minutes before going outdoors and reapplication should be done every 1.5-2 hours. Should you desire following this recommendation, you will need to note this on your child's sunscreen form.

DISASTER PLAN

The school has in place an Emergency Preparedness Plan offering response directives that include, but are not limited to: fire, tornado, earthquake, chemical spills, floods, chemical and nuclear warfare, etc. We work with F.E.M.A., T.E.M.A., and other emergency agencies to provide the safest possible care for your child. Regular safety drills are conducted monthly by individual classrooms, and school campus drills are held as well.

CLOSINGS

If Knox County schools are canceled due to weather, illness, or national security, we will also be closed that day. After the first consecutive missed week of your child's scheduled days, we will make up days from that time forth as Knox County reschedules them. However, Knox County may not make up days on the same day of the week that was originally missed. If they dismiss after school begins that day, we will dismiss as soon as you can get here to pick up your child. Please come as quickly as possible so staff may also pick up their children. Our SAC vans will not run for afterschool care if school closes due to weather.

Please make sure you [sign-up for school text alerts](#), as weather closings are announced through text alerts and/or school email. Also, the local weather stations have text alerts available from their websites to alert of Knox County school closings. To sign up for text alerts, you can visit the school website at www.cspc.net/weekdayschool.

To assist you, if you find yourself in need of a sitter during these unexpected closings, please contact the WDS office at 865-291-5252 for a list of staff members that offer care in these circumstances.

In some circumstances, we do understand these closings are an inconvenience to our families. Our Leadership Group has thoroughly considered other options for closing due to inclement weather, but maintains that the safest policy for all families, students, and staff members concerned is to close in accordance with Knox County schools. Due to the fact that we have staff living a distance away at times and children attending Knox County schools as well, we could not safely ensure enough staff members would be able to report to assist with student care, in keeping with the quotas established by the Tennessee Department of Education that we are governed by. In addition, while we would like to be in a financial position to provide tuition weather credits, the school's day-to-day expenses including payroll continue to be incurred.

LATE STARTS

If Knox County schools have delayed start times, we operate under the following schedule:

1 hr. Delay

Full-Time Preschool Care: 8:30 a.m.

Part-Time Preschool Care: 9:00 a.m. (Normal)

Certified Kindergarten: 9:00 a.m.

2 hr. Delay

Full-Time Preschool Care: 9:30 a.m.

Part-time Preschool Care: 10:00 a.m.

Certified Kindergarten: 10:00 a.m.

WEBSITE

For general information about our school, please visit our website at www.cspc.net/weekdayschool.

TUITION INFORMATION

TUITION

All tuition payments, whether made by cash, check, or automatic draft (ACH) will be due on the 1st of each month and late after the 5th. ACH tuition is due monthly on the 1st, or bi-monthly on the 1st and 15th, each month. We also accept credit/debit payments. Credit/debit payments may be set up on a yearly or monthly basis with an additional small monthly transaction fee. Cash or check payments not made by the 5th will lead to suspension on the 6th, until the account balance is paid. Monthly tuition amounts are determined by the days and hours the class meets during the year divided by equal monthly payments. Therefore, you do not pay for scheduled holidays.

RETURNED CHECK FEE

Any check returned to us for insufficient funds by your bank will have a \$20 charge added and a replacement check will need to be issued to us by you. We are not allowed to send a returned check back through your bank. The 2nd time a check is returned to us, another \$20 charge is added. If the replacement check is not received by the 5th day after tuition is due, a late fee of \$30 will be added to your account. After 2 returned checks are posted to your account, cash only will be accepted for the remainder of the registered period for that year.

RETURNED ACH FEE

Any ACH returned to us by your bank for insufficient funds or a closing of your account will have a \$10 charge added and a replacement check will need to be issued to us by you. We are not allowed to send a returned draft back through your bank. The 2nd time an ACH request is returned to us, another \$10 charge is added. If the replacement check is not received by the 5th day after tuition is due, a late fee of \$20 will be added to your account. After 2 returned ACH payments are posted to your account, cash only will be accepted for the remainder of the registered period for that year.

NON-ACH LATE TUITION FEES

A late tuition fee of \$30 will be applied if your monthly non-ACH payment reaches us after the 5th of the month. Checks may be mailed or deposited in the black payment box on the wall outside the school office. Statements are emailed on the 20th of each month only as a reminder. All cash payments should be made at the WDS office and a receipt issued. After the 5th of each month, you will be required to pay directly to the school office. Please do not put late payments in the black payment box in the hallway; you must receive a receipt from the office for your late payment. Please put each child's first and last name in the bottom left-hand corner of your check.

LATE PICKUP FEES

If you have not picked up your child by 1:30, 1:45, 2:00, 3:00 or 6:00 p.m., depending on your child's class's end time, your child will be taken to the school office and a late fee of \$10 charged beginning at 6 minutes after the class pick-up time, with an additional \$1 for each minute you are late, for each child in our care that day. If you are due to pick up at 6 p.m. and will be late, please contact the school office (865-291-5252) as a courtesy, since staff members are delayed in leaving as well and may need to make alternative family arrangements.

DISMISSAL

Any one of the following situations shall necessitate dismissal of a student from class:

(1) A child who is excessively disruptive or exhibits exceptionally aggressive behavior (biting, hitting, kicking, etc) and/or persistent bullying, threatening the safety and well-being of self and/or others in the class. Staff members will partner with the family to facilitate a behavior improvement plan to correct any unsafe behavior prior to a dismissal decision. During this modification process, you may be required to pick your child up early, take a temporary leave of absence, or obtain a “coach” to provide one-on-one supervision until improvement of unsafe actions.

(2) A child requiring constant one-on-one attention from the teacher, taking away attention from the other students in class.

(3) A 2-week unexplained absence from the class when the teacher and director have been unable to reach the family and tuition is past-due.

WITHDRAWAL PROCESS

If it becomes necessary to withdraw your child from school for any reason, you must give the school at least 2 weeks written notice prior to your departure date. This is most easily done by filling out a withdrawal form. You will owe nothing past that 2 week period. If you have paid tuition in advance, a refund will be issued for each subsequent day. If you approach us ON your last day (or a few days prior) you will owe 2 weeks tuition from the day of notification.

Part Time Preschool Information

HOURS 9:00 a.m. - 1:30 p.m.
FIRST DAY Monday, August 14, 2017
LAST DAY Tuesday, May 19, 2018

Our Part Time Preschool program is a 2, 3, or 5-day option allowing the child a greater depth and amount of social interaction, while learning concepts necessary to build skills. Art, alphabet, Bible, colors, shapes, numbers, safety, rhythm/music, speech/language, character/moral development, cooperation, teamwork, conflict resolution and fine and gross motor skills are age appropriate in concept and skill levels.

Parents will receive an email around the first part of August giving further information concerning Open House, held the week before the first class, including the teacher's name and class room number. PARENT ORIENTATION will be held the first 1/2 hour of your child's first week (you may attend either of these identical meetings) to go over the program, curriculum, discipline guidelines, parenting seminars, etc. at a year's glance.

Our Terrific Tuesday/Thursday summer program is a 2-day/week option for summer. The program runs two months in the summer for 3-5-years-olds.

CLASSES OFFERED & FEES		
(10 Months)	REGISTRATION FEE	MONTHLY TUITION
2 Years Old (by August 15, 2017)		
Tuesday/Thursday	\$104	\$235
Monday/Wednesday/Friday	\$130	\$277
3 Years Old (by August 15, 2017)		
Tuesday/Thursday	\$104	\$235
Monday/Wednesday/Friday	\$130	\$277
4 Years Old (by August 15, 2017)		
Tuesday/Thursday	\$104	\$235
Monday/Wednesday/Friday	\$130	\$277
5 Years Old (by August 15, 2017)		
Monday-Friday	\$180	\$353
Terrific Tuesday Thursdays (3 by August 15, 2017)		
Tuesday/Thursday (Summer Only)	\$56	\$247

Part Time Preschool Information

2017-2018 PART TIME PRESCHOOL CALENDAR	
Monday, August 14	First Day of School
Monday, September 4	Labor Day - Closed
Monday - Friday, October 9-13	Fall Break - Closed
Tuesday, November 7	Student Holiday - Closed
Wednesday - Friday, November 22 - 24	Thanksgiving - Closed
Wednesday, December 20 - Friday, January 5	Christmas Break - Closed
Monday, January 8	Student Holiday - Closed
Tuesday, January 9	First day following Christmas Break
Monday, January 15	Martin Luther King, Jr. - Closed
Monday, February 19	Student Holiday - Closed
Monday - Friday, March 12 - 16	Spring Break - Closed
Friday, March 30	Good Friday - Closed
Monday, April 2	Student Holiday - Closed
Friday, May 18	Last Day of School Year

Full Time Preschool Information

HOURS 7:30 a.m.- 6:00 p.m.
FIRST DAY OF FALL Monday, August 7, 2017
LAST DAY OF SPRING Thursday, May 24, 2018

Children are placed in classes, by birthdates, as space becomes available. All Full Time Preschool openings are filled from a waiting list. Our Full Time Preschool classes provide full day, full or partial week, year-round options for child care and education. We provide a morning breakfast and afternoon snack each day (for 2-5-year-olds), two playtimes, and an age-appropriate curriculum, rich in spiritual, physical, social, intellectual and emotional areas of growth. Children will have activities related to instruction in Bible, alphabet, art, shapes, counting, safety, rhythm/music, speech/language, character/moral development, cooperation, teamwork, conflict resolution and fine and gross motor skills.

We serve children ages 6-weeks-old through Kindergarten enrollment. We provide a rest mat and sheet (including laundering) for your child. If your child needs a pillow, blanket, or sleep toy, you may bring small ones that will fit into the cubby provided.

We have a dedicated staff of Christian teachers knowledgeable in age-appropriate skills and learning who provide the best foundation possible for our students and take time prior to your first day with us to meet your family and for you to meet ours! We look forward to reviewing with you the program, curriculum, discipline guidelines, and parent handbook, and answering any questions you may have.

CLASSES OFFERED & FEES	REGISTRATION FEE	MONTHLY TUITION
Infants		
Monday-Friday (Fall/Spring)	\$134	\$839
Monday-Friday (Summer)	\$96	\$839
Toddlers		
Monday-Friday (Fall/Spring)	\$134	\$794
Monday-Friday (Summer)	\$96	\$794
2 Year Olds		
Monday-Friday (Fall/Spring)	\$134	\$758
Monday-Friday (Summer)	\$96	\$758
3 Year Olds		
Monday-Friday (Fall/Spring)	\$134	\$722
Monday-Friday (Summer)	\$96	\$722
Monday/Wednesday/Friday (Fall/Spring)	\$85	\$499
Monday/Wednesday/Friday (Summer)	\$60	\$499
Tuesday/Thursday (Fall/Spring)	\$60	\$359
Tuesday/Thursday (Summer)	\$40	\$359

Full Time Preschool Information

CLASSES OFFERED & FEES (cont.)	REGISTRATION FEE	TUITION
4 Year Olds		
Monday-Friday (Fall/Spring)	\$134	\$689
Monday-Friday (Summer)	\$96	\$689
Monday/Wednesday/Friday (Fall/Spring)	\$85	\$489
Monday/Wednesday/Friday (Summer)	\$60	\$489
Tuesday/Thursday (Fall/Spring)	\$60	\$349
Tuesday/Thursday (Summer)	\$40	\$349

2017-2018 FULL TIME PRESCHOOL CALENDAR	
Monday, August 7	First Day of School
Monday, September 4	Labor Day - CLOSED
Monday - Friday, October 9-13	Fall Break - Open
Tuesday, November 7	Student Holiday - Open
Wednesday, November 22	Day before Thanksgiving - Open
Thursday & Friday, November 23 - 24	Thanksgiving - CLOSED
Wednesday, December 20	Last day before Christmas break
Thursday, December 21 - Friday, January 5	Christmas Break - CLOSED
Monday, January 8	Student Holiday - Open
Monday, January 15	Martin Luther King, Jr. - CLOSED
Monday, February 19	Student Holiday - Open
Monday - Friday, March 12- 16	Spring Break - Open
Friday, March 30	Good Friday - CLOSED
Monday, April 2	Student Holiday - Open
Thursday, May 24	Last Day of School Year Program

Certified DOE Kindergarten Information

HOURS	8:00 a.m.-3:00 p.m.
FIRST DAY	Monday, August 7, 2017
LAST DAY	Thursday, May 24, 2018

Our Certified Kindergarten class meets 8:00 a.m. - 3:00 p.m., August-May. We offer a 9-subject curriculum: language arts (spelling, writing, phonics, reading), art, math, social studies, science, physical education, Bible, music, and character development. We are licensed by the Tennessee Department of Education (DOE) and follow the State of Tennessee Standards for Common Core. Our students promote into many public, private, and home schools for first grade and beyond.

An email will be sent to you in August with information about parent orientation, held prior to your child's first day.

We have a dedicated staff here to serve the Lord in the tasks set before them. Our certified classes are scheduled the required amount of days, August - May, following the Knox County school system's attendance policy (see next page of handbook). We also follow their schedule for holidays, in-service days, inclement weather, and illness closings.

*If class enrollment does not meet pre-determined quotas, Cedar Springs reserves the right to combine or cancel classes to best fit the school's current needs.

CURRICULUM

Bible: Abeka (Pensacola Christian College Scripture Cards); Children's Bible (Variety); ESV Bible

Language Arts: Shell Education 180 Days of Language for Kindergarten; Shell Education Rhythm & Rhyme Literacy Time K; Carson-Dellosa Publishing Kindergarten Jump Into Phonics K; "Interactive Notebooks Language Arts K"

Reading/Phonics: Classroom Complete Press K-1 Literacy Skills Series Word Families & Long Vowels; Shell Education Foundational Skills Phonics for Kindergarten Level K; Teacher Created Resources Book 1 Phonics; Spectrum Sight Words K; Reading A-Z.com Leveled Readers and Assessments; Scott Foresman Reading Street Common Core Kindergarten

Writing/Technology: Handwriting Without Tears Kindergarten Letters and Numbers for Me Combo; Keyboarding Without Tears Kindergarten; Creative Teaching Press Cut & Paste Word Family Sentences and Cut & Paste Vocabulary Sentences

Math: Core Standards For Math Grade K Common Core; enVisionmath2.0 Kindergarten; "Interactive Notebooks Math K"; Shell Education 180 Days of Math for Kindergarten

Art: Theatre: Making of class movie; Across the Curriculum and Theme-Based

Health/Music: Across the Curriculum and Theme-Based

Social Studies: Pearson myWorld Social Studies – Here We Are

Science: "Interactive Notebooks Science K"; Pearson Grade K Interactive Science (PearsonRealize.com)

Homework: No homework will be given until after Christmas. After Christmas, homework will be given in packets. Homework will be checked daily and recorded.

Certified Kindergarten Information

ATTENDANCE POLICY

As our program is licensed by the Tennessee Department of Education, we follow Knox County attendance policies.

STATE LAW REQUIRES CHILDREN TO BE PRESENT FOR A MINIMUM OF 3 HOURS 15 MINUTES (2 HOURS 1 MINUTE FOR KINDERGARTEN) IN ORDER TO BE COUNTED PRESENT FOR THE DAY. **THIS RULE APPLIES TO BOTH FULL AND HALF DAYS.**

Knox County Schools excuses absences for sickness, death in the immediate family, recognized religious holidays and genuine family emergencies. Knox County does not excuse absences caused by early or extended vacations or weekend trips. Excuses for student absences must be made in writing. All notes should be dated, signed and turned into the classroom teacher within 5 days of the student's return to school. Up to 10 absences per school year may be excused with the parent/guardian note that falls in one of the excused absence categories. After 10, a doctor's excuse will be required for any additional absences. A phone call or email without a note will not be accepted as an excused absence.

Attendance is very important as children lose out on a great deal of instruction and class work during the period of absence. This is particularly important for children in the early grades as new concepts are presented on a daily basis. Experience has shown us that regular attendance improves achievement.

TRUANCY: Excessive absenteeism is a violation of state law and calls for stern action by the school district. Parents are held responsible for keeping their children in school.

SICKNESS: If students are absent due to illness, they will be given extra time to makeup missed work when they return to school (one day for every day absent). Please do NOT call the school office to get their assignments.

TARDINESS: Excessive tardiness is as serious as absenteeism. Continued tardiness can disrupt class and cheat children out of a smooth, productive and organized morning.

FIELD TRIPS: It is our school policy that any time a class takes a field trip and bus transportation is provided, **students must ride the bus.** Students not riding provided transportation for school-sponsored field trips will be counted **absent** from school that day.

Certified Kindergarten Information

CLASSES OFFERED & FEES		
(10 Months)	REGISTRATION FEE	MONTHLY TUITION
KINDERGARTEN		
Monday - Friday	\$186	\$485

2017-2018 CERTIFIED KINDERGARTEN CALENDAR	
Monday, August 7	First Day of School - 1/2 day
Monday, September 4	Labor Day - Closed
Monday - Friday, October 9-13	Fall Break - Closed
Tuesday, November 7	Student Holiday - Closed
Wednesday - Friday, November 22-24	Thanksgiving - Closed
Wednesday, December 20	Last day before break- 1/2 day
Thursday, December 21 - Friday, January 5	Christmas Break - Closed
Monday, January 8	Student Holiday - Closed
Monday, January 15	Martin Luther King, Jr. - Closed
Monday, February 19	Student Holiday - Closed
Friday, March 10	Student Holiday - Closed
Monday-Friday, March 12-16	Spring Break - Closed
Friday, March 30	Good Friday - Closed
Monday, April 2	Student Holiday - Closed
Thursday, May 24	Last Day of School Year - 1/2 day

School Age Care Information

SCHOOL YEAR HOURS	2:45 p.m. - 6:00 p.m.
STUDENT HOLIDAY HOURS	7:30 a.m. - 6:00 p.m.
SUMMER HOURS	7:30 a.m. - 6:00 p.m.
LAST DAY OF SUMMER	Friday, August 4, 2017
FIRST DAY OF FALL	Monday, August 7, 2017
LAST DAY OF SPRING	Thursday, May 24, 2018
FIRST DAY OF SUMMER	Friday, May 25, 2018

Our School Age Care Program (SAC) is a year-round option for working parents. After-school care is provided for K-5th grade during the school year including Bible, art, crafts, reading, homework, tutoring, playground and gym.

Each summer, weekly themes guide the schedule that are engaging and fun for the children. Some summer themes from the past: Things that Go Zoom, Broadway vs. Hollywood, Animal Safari, and many more. We take field trips and make crafts that reinforce our themes. Swimming is offered twice /week at Gulfwood pool, where the pool and lifeguard staff are reserved solely for our program. Our summer program is for those finishing grades K-5th, 7:30 a.m. - 6 p.m. each weekday. Also included in the program: chapel, water play, skating, reading, cooking classes, playground and gym.

SCHOOLS

We provide bus pick-up from Cedar Bluff, Bluegrass, A.L. Lotts, Ball Camp, Northshore, Hardin Valley, Farragut Primary, Farragut Intermediate, and West Hills schools.

PAYMENTS

All payments are due by the 1st of each month and late by the 5th. If you have not paid by the 5th, we cannot pick up your child at school until your account balance is paid.

HALF DAYS

On Knox County half days (first and last days of school and the day before Christmas break) our busses will NOT run. You will need to pick up your child from school, feed them lunch and arrive at 12:30 p.m.

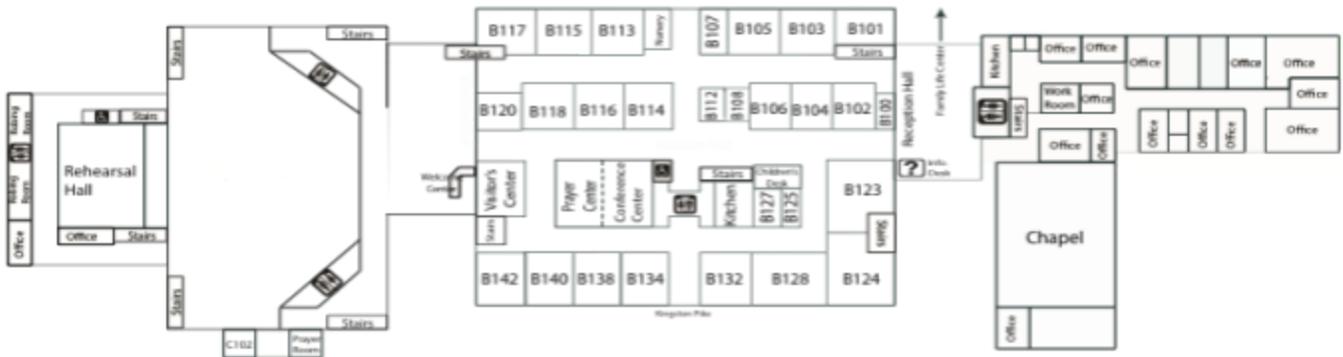
CLASSES OFFERED & FEES	REGISTRATION FEE	MONTHLY TUITION
KINDERGARTEN - 5th Grade (After School Care) - class based on current grade		
Monday - Friday (Fall/Spring)	\$134	\$335
Staggered Kindergarten August	---	\$443 (1 month)
Rising 1st - 6th Grade (Summer Camp) - class based on grade completed		
Monday-Friday	\$134	\$660

2017-2018 SCHOOL AGE CARE CALENDAR

Monday, August 7	First Day of School- 1/2 day
Monday, September 4	Labor Day - CLOSED
Monday - Friday, October 9-13	Fall Break - Open
Tuesday, November 7	Student Holiday - Open
Wednesday, November 22	Day before Thanksgiving - Open
Thursday & Friday, November 23-24	Thanksgiving - CLOSED
Wednesday, December 20	Last day before Christmas break - 1/2 day
Thursday, December 21 - Friday, January 5	Christmas Break - CLOSED
Monday, January 8	Student Holiday - Open
Monday, January 15	Martin Luther King, Jr. - CLOSED
Monday, February 19	Student Holiday - Open
Monday - Friday, March 12-16	Spring Break - Open
Friday, March 30	Good Friday - Closed
Monday, April 2	Student Holiday - Open
Thursday, May 24	Last Day of School Year - 1/2 day

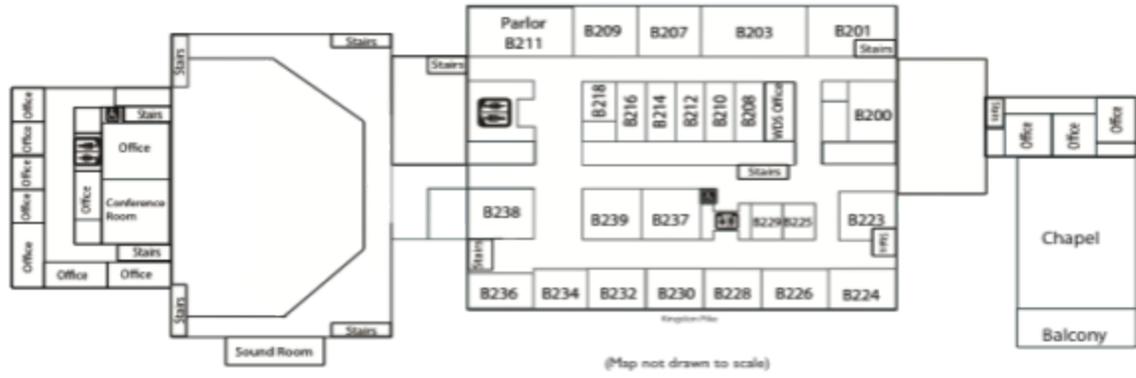
Cedar Springs Building Map

EDUCATION BLDG. FIRST FLOOR



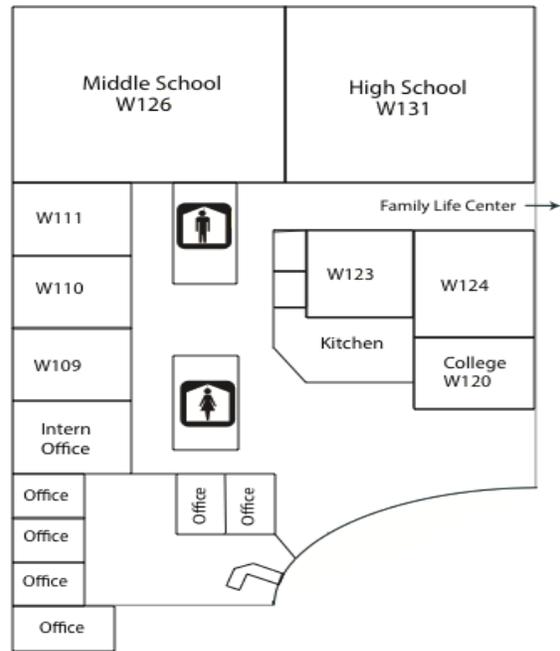
East Wing

EDUCATION BLDG. SECOND FLOOR

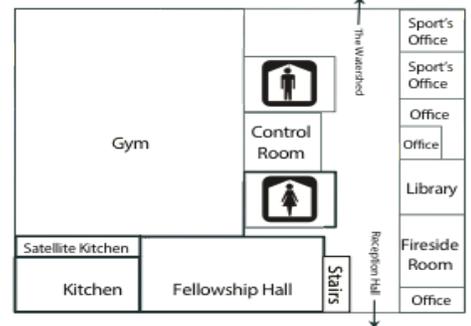


(Map not drawn to scale)

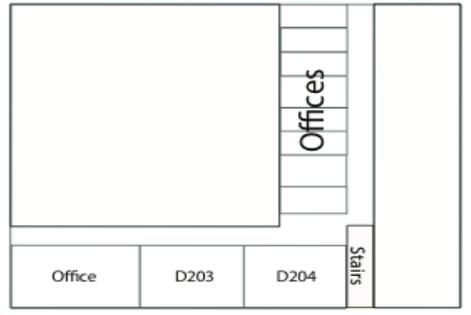
THE WATERSHED



FAMILY LIFE CENTER FIRST FLOOR



FAMILY LIFE CENTER SECOND FLOOR



Cedar Springs Presbyterian Church | 9132 Kingston Pike | Knoxville, TN 37923
 865.693.9331 | www.cspc.net
 (Map not drawn to scale)