



Operational Handbook 2018-2019

"Train a child in the way he should go, and when he is old he will not turn from it." --Proverbs 22:6

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Introduction

Christ Our Savior Academy is an arm of the ministry of Christ Our Savior Lutheran Church. As such, it is in every way operated and directed as a part of our ministry through the leadership of our church.

The members of Christ Our Savior have adopted the following mission statement to direct them in their ministry:

It is the mission of Christ Our Savior Lutheran Church to strengthen and encourage one another with the Word of God, and to use our God given gifts to reach out to those in our community and beyond, who have not heard the message of Christ, our Savior.

We believe that COS Academy will serve that mission. We will encourage our children with the Word of God. It will also give us an opportunity to reach out into our community to some that may not yet know Jesus as their Savior from sin.

Purpose and Philosophy

Christ Our Savior Academy was established to train children. Teachers will work with children to assist them in their spiritual, intellectual, physical, social and emotional development. In doing so, we consider ourselves partners with the parents in the training of their children. Teaching will be done from a Christian perspective, setting us apart from many preschools. As mentioned earlier, the preschool is an arm of our ministry. We will share basic Bible truths with the children. We will teach the children to love their Lord Jesus and to make him a part of their daily lives.

In this Christian atmosphere your children are seen as unique and special gifts from God, and are treated with love and respect. They will be dealt with in a gentle and loving way by our dedicated staff. We will seek to impart timeless Christian morals, values and ethics to equip the students to face an ever-changing world. All this will be done in a stimulating environment which will be conducive to learning.

Goals and Objectives

Although parents have been given the primary responsibility for the training of their children, our church wants to assist parents in the training of their children. Therefore, it shall be the objective of Christ Our Savior Academy

To help each child:

- grow spiritually in their relationship to Jesus by teaching them the truths about God's wonderful plan of salvation for all people.
- grow in Christian management of their time, talents and treasures.
- learn to express their faith in their relationship with others, especially peers.
- develop academically to their potential through new learning experiences via supervised hands-on discovery.
- develop emotionally as they grow in self-confidence, concern and respect for others, cooperation in work and play, and a spirit of sharing.
- develop physical dexterity, strength and coordination to their fullest potential.

develop socially and help them acclimate to the school environment in preparation for kindergarten.

To communicate to you as parents:

- our love for your children.
- our desire to help your child form a strong academic foundation.
- our curriculum and ideas for home use through parent newsletters, monthly calendars, teacher/professional presentations, and parent/teacher conferences.
- our joy that you have enrolled your child.
- our willingness to be of help to you whenever it is possible.
- our love for our Savior.

To encourage you as parents:

- to visit our church.
- to attend Christ Our Savior's Bible Information Class.
- to visit Christ Our Savior Academy whenever you desire.
- to read God's Word.
- to be active Christian role models for your children.
- to be active participants in your child's education at home and at school.

Goals for Each Child

SPIRITUAL GOALS:

- to know God is real
- to understand that God loves each one of us
- to know the Bible is God's Word and is true
- to become familiar with and understand the Bible stories
- to know that God is the creator of all things
- to know that Jesus is God's own Son
- to learn to pray
- to know God answers prayer
- to know that God is in control and has purpose for everything
- to know the true significance of Christmas and Easter

EMOTIONAL GOALS:

- to develop a positive self-esteem
- to develop responsibility for self and possessions
- to begin growing in self-discipline, decision making and problem solving
- to be able to make choices, plan and carry out their own ideas
- to express emotions in a controllable fashion
- to know true happiness as a member of God's family

SOCIAL GOALS:

- to be able to take turns, share, compromise, and respect others
- to be able to interact (communicate) with adults and peers in an acceptable manner
- to be able to join in both group and individual activities
- to be able to obey rules and directions and understand their necessity
- to be able to recognize how one's behavior affects others

ACADEMIC GOALS:

- to develop reading readiness skills of visual and auditory discrimination, memory, and sequence
- to use appropriate oral and written language
- to have experience with color, shape, numerals, and the alphabet
- to gain pre-math experiences with patterns, matching, classifying, comparing, and sequencing (ordering)
- to develop an appreciation for music and art through many creative activities
- to gain a greater understanding of God's wonderful creation (science awareness)
- to gain an understanding of self, family, and community
- to love learning!

PHYSICAL GOALS

- to develop dexterity, coordination, and strength to their fullest potential
- to develop good health and grooming habits
- to develop good nutrition habits

Enrollment Requirements

Eligibility

Children ages 3 to 5 are eligible for entrance into Christ Our Savior Academy. All children must be fully toilet trained for a full six months prior to enrollment. All children of the proper age can attend our program regardless of gender, color, race, ethnic origin or religion.

Physical and/or learning challenges

Christ Our Savior Academy is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. If the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help.

Program Options

For your convenience, Christ Our Savior Academy offers a variety of program options. You may enroll your child for part-time 3, 4, or 5-day Preschool, or for full-time Preschool Plus.

- Preschool, 8:30am-1pm
 - 3-Day (M-W)
 - 4-Day (M-Th)
 - 5-Day (M-F)
- Preschool Plus: Monday through Friday, 6:30am-6pm (Preschool day included)

REQUIRED FORMS TO BE SUBMITTED BEFORE SCHOOL BEGINS

- Registration Form (Student/Family Information)
- Tennessee Day Care Immunization Certificate (Shot record from Health Provider)
 - Note: If there are any apparent medical conditions that would restrict participation in routine activities, the Medical Provider should state so on this card or in an attached statement. The Medical Provider's signature or stamp is required.
- Financial Agreement Form
- Privacy Policy Form

Continual updates of immunizations will be required while attending our preschool. Your child's immunization record will be evaluated on a regular basis by the local health dept. The Certificate shall be returned to the parent upon request when the child leaves the center.

Enrollment Priority

Full-time children will have priority over part-time children. Enrollment will be on a first-come, first-serve basis. Available positions will be filled from our priority wait list. The non-refundable \$35.00 wait list fee and wait list application will be required to hold a spot on the waiting list.

Referral Credit

The highest compliment our parents can give us is the referral of their friends and family. We appreciate the efforts of parents who refer new families to COS Academy for enrollment. To demonstrate that appreciation, parents who refer a new family to us will receive a \$50 referral credit for each new family enrolled full-time. This credit will be applied to your child's tuition.

To receive the credit, the referring family must be listed on the initial application of the new family, and the new child must attend for a minimum of six months.

Tuition (Summer rates will vary)

One child:

Non-refundable registration fee	\$100/year
Wait-list fee	\$35/year
3-Day Preschool	\$225/month
4-Day Preschool	\$275/month
5-Day Preschool	\$325/month
Preschool Plus (up to 11.5 hours daily)	\$610/month

Second child from same family:

Non-refundable registration fee	\$100/year
Wait-list fee	\$35/year
3-Day Preschool	\$210/month
4-Day Preschool	\$260/month
5-Day Preschool	\$310/month
Full-Time Child Care (up to 11.5 hours daily)	\$560/month

Payment Procedure

Payment is due on the first scheduled day of school each month for each class. Christ Our Savior Academy offers no proration of fees for shorter months of school, and fees will not be reduced for holidays or for days when your child does not attend due to sickness or vacation. Failure to pay tuition by the 10th of each month will result in a 10% late fee. The late fee is due at the same time of the payment. Failure to pay tuition within 5 days of the missed payment can result in termination of your child's enrollment from the program unless special arrangements have been made with the director.

A variety of payment methods is available. Checks should be made payable to Christ Our Savior Academy, and turned into the director. Online payments may also be made via Paypal by visiting www.christsaviorsavioracademy.com/pay-tuition.

Class Size

Christ Our Savior Academy is licensed by the state of Tennessee to have 22 children per class with two adult assistants. We strive to maintain a ratio of ten children per adult and twenty children per class. However, we reserve the right to increase class size to 22 students. Parents who wish to visit the program are encouraged to do so, and are asked to schedule a day and time with the Director.

Arrival/Departure

Arrival

In order to maintain the best care for each child, it is important that we know when each child will be at COS Academy. We will keep records of the standard days and hours of attendance of each child so that we can modify our staff accordingly. Please let us know if there will be a change in the regular schedule your child keeps at COS Academy. Upon arrival, please walk your child to the classroom and sign them in with their teacher.

**Preschool-program only drop-off is between 8:00 and 8:30am.

Early Drop-off

Children may **not** be dropped off earlier than 6:30am. Please inform the staff in advance if you need to bring your child earlier than their normal scheduled time. Staff schedules are arranged according to child schedules. Early arrivals of children could put us at risk for being over child-teacher ratio.

Departure

The staff at COS Academy enjoys discussing daily events regarding your child. If you need more time to speak with a teacher, a meeting can be arranged for another time. When picking up your child, please sign him/her out with the teacher. Each child will have a list of people who are allowed to pick him/her up at the end of the day. Photo ID is needed before a child will be released to someone unknown. Please leave a note for your child's teacher if there are irregular arrangements for the day.

**Preschool-program only pick-up is at 1pm, and will be a car-rider line under the church over-hang.

Late Pick-ups

COS Academy closes at 6:00pm. Parents/guardians will be charged \$5.00 for every 5 minutes after 6:00pm, which will be added to your next tuition payment. If the child has not been picked up by 6:00pm, the staff member will make an effort to contact the parents/guardians. If they cannot be reached, the alternate pickup or emergency contacts will be called.

Philosophy of Guidance

Child guidance is implemented in a way that promotes the development of self-esteem and problem-solving skills. COS Academy develops a daily schedule, classroom routines, and consistent expectations in order to create an environment in which the child feels safe and secure.

Aggressive behavior is responded to through positive redirection and education. Children are taught the skills to handle frustration and anger in ways which do not hurt their friends or disrupt the classroom. In the case of persistent challenging behavior, teachers will problem-solve with the child's parents and the director. This will be done in an approach that displays Christian love and respect.

Positive Discipline

Discipline is derived from the word disciple, meaning "to teach." Therefore, at COS Academy, we do not think of discipline as punishment, but rather as a means of teaching. One objective of COS Academy is to assist children in improving self-regulation and self-control. The following are some ways in which COS Academy will help children gain better self-control:

- Prevention
 - a well-planned schedule with little wait time
 - changing activities when children become restless
- Redirection
 - focus the child's attention on something else besides what is frustrating him/her
- Be positive
 - making positive requests ("please walk" vs. "don't run")
 - pointing out the achievements of each child
 - using polite manners with the children
- Be consistent
 - teachers work together to set and enforce room rules
 - teachers and families work together to create positive discipline plans
- Dignity
 - misbehaviors will be handled privately
 - a child's misbehavior will not be announced to the class
 - teachers will treat each child as a unique gift from God and will avoid stereotyping each child

Termination of Enrollment

By Parent/Guardian

In order to withdraw your child from COS Academy, a two week written notice must be given to the director, and there must be no outstanding fees owed. Tuition fees are non-refundable through the last day of the notice and all outstanding fees must be paid.

By COS Academy

While it is our goal to be able to educate each child and provide quality care for each family, Christ Our Savior Academy reserves the right to terminate a child's enrollment at any time for any of – but not limited to – the following reasons:

- The child displays a consistent pattern of aggressive and/or destructive behavior that endangers oneself or others
- The child displays a consistent pattern of bathroom accidents that suggests that the child is not toilet trained
- Both the Academy staff and the parents concur that the current enrollment of the child is not meeting the needs of the child; the required notice may be waived.
- The parents are in violation of established policies and practices of the Academy including code of conduct, non-payment of fees, failure to submit required information and forms, or not observing the rules and practices of the center.

Meals and Snacks

Any child who arrives before 7:00am will be offered a breakfast-like snack. Otherwise, it is expected that your child has been fed prior to arrival.

A morning and afternoon snack will be provided daily to each child and is included in the cost of tuition.

Breakfast and snack menus will be posted at least one week in advance.

Currently, Christ Our Savior Academy does not offer a lunch program. Please send a lunch box meal (with an icepack) and a drink from home daily. Water will be provided at snack time and throughout the day; if you prefer, a second drink from home may be sent. Nutritious lunches are important in helping children grow. We urge you to send a lunch that is well balanced: 1. Protein (meat, cheese, egg, fish, peanut butter); 2. Bread (or other grain product); 3. Dairy (milk/yogurt); 4. Fruit/vegetable (2 of one or 1 of each).

Food Allergies

Food allergies accompanied by a physician's note will be managed on an individual basis. Because of prevalent nut allergies and the risks they pose to young children, COS Academy promotes a "peanut-controlled" environment.

Rest Time

According to Tennessee regulations, each child in care for six hours or more will have rest time each afternoon. If a child is unable to sleep, he/she may play quietly on his/her cot so as not to disturb the other children. COS Academy will provide mats and sheets, but require each child to bring a small blanket and pillow to be stored at school. If you request that your child not nap, please speak with the Director.

Clothing

Tennessee has a wide range of weather; therefore, we ask that you dress your child appropriately for the day's weather. We will be going outside daily as the weather allows.

Dress for PLAY! Keep in mind that while your child is at COS Academy we will be doing creative, messy learning activities. Please refrain from sending your child in "dressy" clothes which might limit his/her ability to learn and play. Dress your child in comfortable play clothing and shoes that allow for easy movement. Flip-flops – although easy – make running difficult and frustrating for a child. Please send your child in close-toed shoes with backs.

Your child will need at least one complete set of extra clothing (shirt, pants/shorts, underwear, socks, etc.) to use when accidents occur. Please update these as your child grows and as the weather changes.

Illnesses and Absences

COS Academy is committed to providing a safe and healthy environment for children and staff. If a child becomes ill while at the Academy, we will make sure that he/she is

comfortable and away from the rest of the children. We do not have the facilities to care for sick children, so it is important that he/she be picked up as soon as possible. Every effort will be made to contact the parents/guardians; however after 30 minutes of unsuccessful attempts, we will contact the emergency contacts listed on the registration forms. The sick child may remain at the center for 1 hour after the parent or guardian has been notified before a fee will be charged at a rate of \$5.00 per 5 minutes.

Your child will be sent home if any of the following symptoms are observed:

- A fever over 100 degrees
- A skin rash not identified by a practicing physician
- Infected area of skin (impetigo, ringworm)
- 3 incidents of diarrhea in one day
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache
- Vomiting
- Evidence of head lice
- Persistent coughing
- Discharge or drainage from eyes, nose, ears, or open sores
- Conjunctivitis (pink eye)
- Sore throat
- Pain that interferes with normal activities
- Chills or achiness

A child must be symptom-free for a minimum of 24 hours without any symptom-controlling medication before returning to school. If you are unsure whether or not your child may attend, please contact the director before bringing her/him to COS Academy.

PLEASE CALL IF YOUR CHILD WILL NOT BE ATTENDING SCHOOL.

In the event your child has been exposed to a communicable disease, you will be notified by a note sent home. A child may not be readmitted to school until a release is obtained from their physician for the following diseases:

- Whooping Cough
- Diphtheria
- Meningitis
- Typhoid fever
- Tuberculosis
- Any other unusual disease

Medication

If at all possible, please administer child's medicine before bringing him/her to school.

If a child must take medication during the day, the school must have the appropriate signed "Authorization for Dispensing Medication" form on file.

All medication must come in the original container with instructions on the label, doctor's name, special care needed (such as refrigeration), and dosage.

The medicines will be kept and administered by the child's lead teacher or the director. Accurate records of the date, time, teacher giving medication, dosage of medication given, and any unusual behavior after medication was administered will be kept by the school.

For safety reasons, all medications (including over the counter medications) will be kept in a locked box to prevent access to children. **Medications must never be left in the child's bag or backpack.**

Emergencies

Christ Our Savior Academy has a TEMA-approved emergency preparedness plan. This plan is posted in the classroom. You may also request a copy from the director.

Curriculum

Christ Our Savior Academy uses the age-appropriate HighScope Curriculum for preschoolers.

Bible Time - the children will learn about God and His Word through Bible stories, Bible verses and Christian songs. The children will learn of God's great love for us through Jesus. Every Wednesday at 9:30am, the students will gather in the sanctuary at Christ Our Savior for ***Chapel (Devotion)***. One of the Pastors will share a brief message. Parents are welcomed and invited to join the children for these brief, informal devotions.

Large Group Time - the children will develop listening, emergent, literacy, and comprehension skills through stories and teacher lead discussions that match the theme. They will also develop a sense of time and order as they use the calendar to record days, months, and seasons. During large group time the children also have experiences with rhythm and movement, nursery rhymes, finger plays, singing games/songs, and problem solving.

Small Group Time – the children will get to work with one of the teachers in a smaller group setting to further explore new concepts. The teacher will use a variety of planned lessons to guide/teach hands-on activities toward fine motor development, literacy, pre-math concepts, and other educational skills. Small group time also allows the teacher to develop a closer relationship with and deeper understanding of each unique child.

Work Time/Free Play – the classroom is divided into many different interest centers to provide the children with many opportunities to learn through active involvement and social interaction. Center areas include House, Dress-Up, Blocks, Woodworking/Tools, Puzzles, Math & Manipulative, Science & Discovery, Books, Table Games, Art, Listening Center, Writing Center, Music Center, Sensory Table, Puppet Theatre and others that change periodically.

Snack and Lunch Time – at the tables, the children have a morning snack, lunch, and afternoon snack. Birthday treats may be shared if discussed and arranged with the director first.

Recess- on supervised play areas (outdoor playground) and/or organized activities daily when the weather is favorable. We will use inclement weather opportunities to learn exercises, practice balance, hopping, skipping, jumping and other movement fun!

Insurance

Christ Our Savior Academy is covered with liability insurance in the amount required by the State of Tennessee.

Complaints

If you have a complaint, please bring it to the attention of the School Director/ Pastor.

Ways Parents Can Help

- PRAY – both for your child and for his/her teachers
- Teach your child independence. Encourage them to do things for themselves (coats, meals, etc.)
- Confer regularly with the teachers about your child, but refrain from discussing the child in their presence. Report any upsetting experiences at home that may affect them.
- Take an interest in the school and whatever your child brings home.
- Take time to listen to your child’s daily experiences and discuss them with real interest. Ask specific questions like, “What did you build with blocks?” “Who helped?” Avoid broad questions like, “What did you do today?”
- Live, work and play as a family group.
- Help your child anticipate happy experiences in relation to his school.
- Attend Parent-teacher meetings.
- It is VERY NORMAL for a child to feel distressed when he is separated from the parent. Crying is a VERY NORMAL reaction for most children at some time or another. A quick exit after settling the child in the room is the best remedy. If the crying persists after an abnormal amount of time, you will be notified.
- Come and assist at preschool. It has been a great help to our school and it also provides parents with an opportunity to show interest and become involved in their child’s education. **YOU CAN HELP YOUR CHILD AND US!**
- **CALL** if you have any questions or concerns!

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