

# COLUMBUS CHRISTIAN PRESCHOOL 2012-2012

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**School Security**

All school doors are locked during school hours with an intercom system to allow entrance into the building. Security cameras are in place to provide surveillance during after-school hours.

**Photograph and Video Release**

Upon acceptance to Columbus Christian School Preschool, you automatically grant permission to photograph or video tape students for use in promotional materials.

**Reserve the Right to Change**

The School Board and the administration reserve the right to change any policy or procedure at any time, at their sole discretion, after reasonable notice to Columbus Christian School and Preschool students and family.

Please contact the office if you would like more information concerning these policies. Also, if you volunteer to drive for or accompany a class on a field trip, we require that your younger children do not accompany you so that your attention can be given to the CCS students.

**Emergency Procedures**

Emergency drills are conducted as outlined in our Safety Management Procedures. Fire drills are conducted on a regular basis and intruder drills are conducted 1-2 times per year. Tornado safety is also reviewed during Tornado Awareness Week. Students are instructed on procedures the first week of school.

**Snack Time**

There is a snack time each morning. If you child would like milk, individual milk cards may be purchased. CCS does offer a convenient Family Activity Account Program which may be used to purchase milks (please inquire at the office). Parents are asked to bring boxes of various snack items and we will share these during our snack time. I will use this as a time to serve each other and to enjoy a mini meal together. Wednesday will be fresh fruit day for snack. Each family will be assigned a Wednesday to bring fresh fruit for the class. Ideas are apples, oranges, bananas, peaches, grapes, etc...

**Library**

All students have the privilege of using the library. Library books may be checked out for a two-week period. No more than two library books may be checked out by a student at one time. Additional books may be checked out only if all other books are returned and fines paid. Students will be fined 10¢ per school day for each book that is overdue. (This would not include Saturdays, Sundays or days that school is not in session, or days that a student has an absence due to illness.) Any lost books, overdue or damage fines must be paid prior to receiving the end-of-year report cards.

If any material in our library is found to be considered questionable, please notify the administrator in writing, specifying the material and/or page numbers and it will be re-evaluated.

**School Pictures**

School pictures will be taken in the fall. Check the school calendar for a specific date.



**A Note to Parents...**

There is no greater privilege than molding precious young lives in their early years! For this reason, our staff at Columbus Christian Preschool looks with great excitement and anticipation towards a year with all the new little ones beginning preschool. We look forward to making this a “home-away-from-home” where trained, loving personnel aim to make each day of your child’s life a beautiful and growing one. We look forward to watching each child bloom with a healthy self-image, and becoming the beautiful little person God intended him/her to be.

- + To provide an environment where the children can grow spiritually, physically, socially, emotionally, and intellectually.
- + To provide a flexible program that includes a mixture of free play and planned activities.
- + To instruct the children from a Christian and Biblical point of view incorporating Bible stories and practices in Christian living.
- + To nurture each child so they develop a positive self-concept and to equip them with the skills to build and broaden their interpersonal relationships.

We hope you are excited about enrolling your little one at Columbus Christian Preschool. We look forward to having your child with us.

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**OUR PURPOSE**

At Columbus Christian Preschool, we strive to provide an educational process for our children which puts the Bible at the center and causes students to learn to use the Bible to evaluate all of life through the eyes of God because God is Truth. Jesus said, "I am the Way, the Truth, and the Life." (John 14:6).

Likewise, Columbus Christian Preschool is Bible-based, Christ-centered, and student-focused. While parents are ultimately responsible for teaching their children, we want to assist families and churches in the process of educating young people to follow Christ and to mature spiritually, academically, socially, physically, and emotionally. (Luke

**Outerwear for Snowy Weather**

In order for your child to play in the snow, they must have snow boots, hat, gloves/mittens and snow pants or extra change of pants. If they do not bring boots, they will have to stay on the sidewalk.

**Inclement Weather**

If the Columbus Public Schools close because of extreme weather conditions, Columbus Christian Preschool will close at the same time. School closing announcements will be made over KLIR (101.1 FM) and KJSK (900 AM) by 7:00 a.m. If bad weather arises during the school day and it is advisable to dismiss, again, monitor local radio stations for such a possibility.

**Child Protection Statement/Policy**

In Nebraska, all persons are required by law to report cases of known or suspected child abuse. The Child Protection Services Hotline number is 1-800-652-1999 and may be used by anyone to report possible abuse anonymously, if desired. State law requires that a background check be completed by anyone who will be spending time with the children (drivers, helpers etc.).

Also, any parent who wishes to drive for field trips must have a Child Protection Policy, Driving Record, and a current proof of insurance on file. These applications will be provided to you at the beginning of the year.

**Class Parties**

The two favorite and most traditional holidays that students like to celebrate are Christmas and Valentine's Day. Special parties will be planned for these holidays and requests for volunteer help will be sent home at the necessary times. We require that no preschool-age children be with you when you volunteer in the classroom. All classroom volunteers must have a Child Protection Policy on file in the office. No emphasis is placed on Santa Claus, the Easter bunny, Halloween, or other secular concepts.

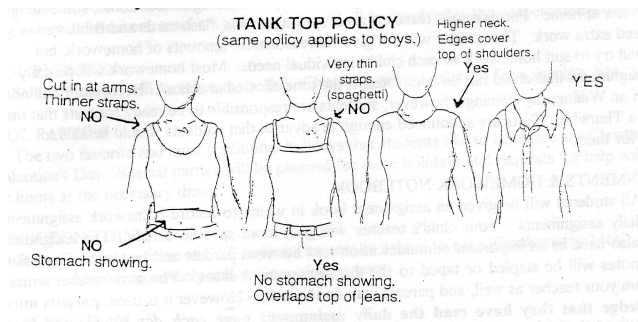
**Field Trip Policy**

State law requires that anyone who has not reached the age of six must be secured in a child safety seat while traveling in a car. If the preschool class goes on a field trip, the parents must provide a seat for their child the day of the field trip. We welcome parents to participate in field trips. If you would like to be considered to drive, we must have a completed Child Protection Policy on file as well as a Driver's Record.

- † Earrings and other body piercings are not allowed.
- † Extreme haircuts are not allowed. Hair length must be above the collar, above the eyebrows and no lower than mid-ear.
- † Shorts are allowed unless they are inappropriate in length. No sagging of pants or shorts. Shorts must be no shorter than finger-tip length.
- † Jeans/pants with holes in the knees, etc. are not allowed.
- † Clothing that draws attention to certain body parts are not allowed.
- † Shoes with strings designed for tying must be tied.

#### Girls:

- † Clothing which advertises rock groups, alcohol, tobacco, drugs, or other products or persons representing a lifestyle that dishonors the Lord is not allowed.
- † Tight-fitting, see-through clothing, halter tops, tank tops that are low cut in chest, back and arms with thin straps, sundresses and immodest, sleeveless shirts are not appropriate. (refer to diagram below)
- † Jeans/pants with holes in the knees, etc. are not allowed. Shorts and skirts are allowed unless they are inappropriate in length. No short shorts. Shorts must be no shorter than finger-tip length.
- † Earrings must be small (no larger/longer than 1 inch). Other body piercings are not allowed.
- † No extreme fads in hairstyle will be allowed.
- † Modest shirts must be worn with low rise pants and jeans so that midriff does not show.



***When in Doubt - Just Don't Wear it!***

2:52) We are nondenominational by choice because we exist solely as a ministry for the glory of Jesus Christ.

#### VISION

Columbus Christian School's vision of education is founded on the principles of being Biblically-based, Christ-centered, and Student-focused.

- † We are Biblically-based because God's inspired Word, the Bible, is the source of wisdom and truth upon which students can develop the proper perspective of God and man (2 Tim 3:16-17).
- † We are Christ-centered because "...all things were created by Him, and for Him: and He is before all things, and by Him all things subsist...that in all things He might have the preeminence" (Col 1:16-18).
- † We are Student-focused in that we are molding, training and nurturing children as an extension of the family unit, helping the student to become a well-balanced individual (Luke 2:52).

#### STATEMENT OF FAITH

##### The Bible

- † We believe the Bible is to be the inspired Word of God, infallible and authoritative in both faith and conduct.

##### God

- † We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

##### Jesus Christ

- † We believe in the deity of our Lord Jesus Christ, the only mediator between God and man, in His virgin birth, substitutionary death on the cross and redemption through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

##### Holy Spirit

- † We believe in the present ministry of the Holy Spirit who indwells and empowers the believer for godly living and service to the glory of Jesus Christ.

##### God's Relationship with Man

- † We believe that man was created in the image of God, but fell into sin, and is therefore condemned already, and only by grace through faith in the death, burial, and resurrection of the Lord Jesus Christ is regeneration possible by the Holy Spirit.

### Salvation

- † We believe that man is saved by grace (the divine influence on the heart reflected upon the life) through faith in the gospel of Jesus Christ and that faith is given to us by God and it is not of works, i.e. water baptism, or other religious ordinances, so that God gets the glory and not man. (Eph. 2:8-9, 1 Pet 3:18)

### The Body of Christ

- † We believe in the spiritual unity of born-again believers in our Lord Jesus Christ.

While this simple statement does not cover all areas of doctrine and theology, we are sensitive to Christian parents' right to disagree in the non-essentials of our faith. As teachers, staff, and Board, we are seeking to model how Christians can have differing views in love and respect.

## GENERAL INFORMATION

### Approval

Columbus Christian Preschool operates in compliance with the State of Nebraska Department of Human Services.

### Enrollment

Starting in February, applications will be accepted for the fall term for new students. Applications are available through the school office or may be downloaded at [www.columbuschristianschool.org](http://www.columbuschristianschool.org). The registration fee is due at the time the enrollment is submitted. It is school policy to admit students at any time during the academic school year providing required classroom space is available. Columbus Christian Preschool does not discriminate on the basis of race, color, national or ethnic origin.

### Eligibility

- † Students are required to be age 3 by the first day of school and completely toilet trained.
- † Appropriate Registration Fees are due at the time of registration. Registration Fees are non-refundable.
- † Class Options include a 2 day (TTh), a 3 day program (MWF), a 5 day program (M-F)
- † Class size is limited.
- † Class time is 8:15 – 11:30 a.m.

release your child. ***We also request information indicating anyone who is not allowed to pick up your child.***

- † All children are expected to attend regularly. If your child is ill or is going to be absent, please call the school office.

### School Drop-off and Pick-up Procedures

- † Please do not park across the street because it forces the students to cross the street while it is very busy. If a child must cross the street – they **must use the crosswalk at either corner of the block.**
- † In order for all parents to use the west side of the school for pick-up and drop-off; **please pull all the way up** to the northwest Preschool door or as far up as you can get, so that we do not leave gaps in the parking. This will make the best use of the pick-up zone and avoid parallel parking and/or double parking.
- † If you should want to visit with another parent or teacher, **before or after school**, please park anywhere else except the west side of the school. It allows for a better flow of traffic and sets a good example to others.
- † Please be respectful of the Handicap Parking Space.
- † **Never block the driveway in front of the school for any reason.**

### Dress Code

We would ask you as parents to uphold the Biblical principles of modesty, neatness and cleanliness as you prepare your child's wardrobe for school. The Bible teaches the relationship between modesty in outward appearance, to the development of godly character inwardly (1 Tim 2:9-10; 1 Pet 3:3-4). Immodest attire is clothing that tends to draw one's focus to some other part of the body other than the face. The Bible also instructs us to dress "with propriety" (1 Tim 2:9). Propriety means "the standard of what is socially acceptable in conduct or speech". The atmosphere provided by one's dress should coincide with the purpose of the activity. In the case of a school, that atmosphere is formal learning. We do ask parents who send little girls in dresses to please put shorts under their dresses. Keeping these principles in mind, the general guidelines are as follows:

#### Boys:

- † Clothing which advertises rock groups, alcohol, tobacco, drugs, or other products or persons representing a lifestyle that dishonors the Lord is not allowed.
- † Tight-fitting, see-through clothing (mesh shirts), tank tops that are low cut in chest, back and arms, and immodest sleeveless shirts are not appropriate. (refer to diagram)

### Monthly Newsletter

The “Mane Events” is a bi-monthly publication which is mailed to our families and friends of Columbus Christian School. This publication includes articles from the Administrator, classroom teachers, school board president, librarian, etc. Contact the business office if you would like a name added to the mailing list.

### Email and Website

If you have email, we request that you provide this information to the business office. The staff may elect to communicate with you via email. Other information concerning Columbus Christian School may be accessed by going to the school’s web site: [www.columbuschristian.org](http://www.columbuschristian.org).

### Personal Information

Any time there is a change to an address, email address or phone number (home or work); please notify the school office about this, so we can keep our directories and Emergency Forms up to date.

### Visitors

We encourage every parent to visit your child's classroom in session. To minimize disruptions, we request that younger siblings to not participate in classroom visits. In keeping with School Security, we do ask that all visitors sign in at the office and wear a visitor badge while in the building. Even though checking into the office may seem unnecessary, we take the security and safety of our students and staff very seriously and appreciate your understanding.

### Parent Orientation Night

One evening is scheduled in the fall for parents to meet corporately to discuss general school policies and with the classroom teachers to discuss the operation and procedures of the classes.

## GENERAL POLICIES

### Attendance

- † Please do not bring your child more than 15 minutes before class begins. You may drop your children off at the school between 7:45 am and 8:15 am each morning. Students who arrive between 7:45 and 8:00 a.m. must immediately go to the gym to visit quietly and students will be dismissed to their classrooms at 8:00 a.m. This will allow valuable planning time for our teachers.
- † All children must be picked up at 11:00 a.m. If someone other than the parents of the child will be picking up your child, either written or verbal authorization over the phone must be given before we will

### Registration

- † Parents desiring to place their child into Columbus Christian Preschool should notify the school office and request the necessary forms. Application forms may also be found on our website at [www.columbuschristian.org](http://www.columbuschristian.org).
- † Parents are required to submit the completed application form along with the appropriate registration fees. Applications are not considered complete without the registration fees.
- † Upon receiving the application forms and registration fees, the Administrator will make an appointment for a family interview. It is ideal if both parents and the prospective student can be in attendance.
- † The school board reviews your application. A letter of acceptance (or non-acceptance) will then be sent to you as soon as possible.
- † Upon acceptance, a certified birth certificate, immunization records and other completed registration forms will be due within 30 days.
- † If your child is not turning 3 until later in the year, AND you wish to reserve a spot, we will make accommodations under the following fee schedule:
  - September—no additional cost
  - Oct-Nov.—\$40 per month to hold the spot
  - Dec.-Jan—\$50 per month to hold the spot
  - Feb. and beyond—unable to reserve until later in the fall based on openings

This completes the registration process! Please remember - students cannot be admitted to the classroom until ***all the requirements have been met.***

### Tuition

- † We do accept payment in full of your account but we **do not offer a pre-payment discount for preschool.**
- † Tuition payments are due by the first of each month.
- † All payments received after the 10<sup>th</sup> of the month will incur a \$10.00 per student late fee (maximum of \$30.00).
- † If payments should become over one month in arrears, Columbus Christian Preschool reserves the right not to admit students to class until arrangements have been made with the school administration.
- † A \$10.00 fee will be charged for checks returned for non-sufficient funds. All future payments will require cash (exact amount), money order or cashier’s check.
- † Tuition checks are payable to Columbus Christian School. Because of security reasons, we prefer that accounts not be paid in cash. Mail checks to Columbus Christian School, P.O. Box 924, Columbus, NE 68602-0924 or drop it off at the school office.

By enrolling your child at Columbus Christian Preschool, you automatically agree to adhere to the tuition terms as stated above.

### **Withdrawal Notice**

It is assumed when you register your child that it will be for a full year unless an unexpected emergency arises such as an illness or a move to another community. We plan our programs assuming your child will attend every scheduled class. If your child will be unable to attend preschool, please notify the teacher as soon as possible. A two-week advance notice is required to withdraw a child from the preschool program.

## **HEALTH REQUIREMENTS**

### **Immunization Records**

Students are required to be immunized per the Nebraska State Standards. A list of current Immunization Requirements may be obtained from the office.

Exemptions shall be granted for Medical exceptions for (a) health reasons substantiated by a signed statement from a physician; or (b) Religious conflict substantiated by a signed affidavit from the student's legal guardian. Exemption forms for these purposes may be obtained from the school office.

### **Asthma Protocol**

If your child has asthma, it is critical to submit an Asthma Information Card as well as a HIPAA-Compliant Authorization. It is also necessary for the staff to know if the student keeps his/her inhaler in the office or has authorization carry it with them.

### **Medication**

If your child needs to take medication (prescription or non-prescription) during school hours, a Medication Release Authorization must be completed. It is the general policy of Columbus Christian Preschool NOT to administer any non-prescription drugs due to potential liability in the event of allergic reactions to certain medications. **Do not bring medications to school unless absolutely necessary.** All medications (prescription or non-prescription) must have a Medical Release Form which may be obtained through the school office. All medications are secured in the school office until dispensed.

### **Communicable Diseases and Illness Guidelines**

Students suspected of having a communicable disease will be sent home, and may not return until they are no longer contagious. These

diseases include: Pink eye, chicken pox, pneumonia, scabies, measles, whooping cough, ringworm, head lice, mumps, pinworms, impetigo, strep throat, fever, vomiting and diarrhea.

Don't send your child to school when he/she is experiencing any of the following symptoms:

- + Fever: If the child has had a fever over 100 degrees in the past 24 hours, he/she should remain at home for the day.
- + Vomiting or Diarrhea: If the child has had either or both in the past 24 hours, he/she should remain at home for the day.
- + Pink Eye: The child must have received treatment for 24 hours or have a doctor's note to admit him/her back to class.
- + Contagious Skin Conditions: Such skin conditions as scabies or impetigo must be treated before the child can return to class.
- + Yellow/Green Discharge from Nose: The child must be on medication for 24 hours before he/she can return to class.
- + Head lice: The child must be appropriately treated with no evidence of nits before he/she returns to class.

### **Student Health and Emergency**

A Student Health & Emergency form is sent home at the beginning of the school year. Please review this information and return with any necessary changes. Each child must have a signed Student Health & Emergency Form on file for emergency purposes. All information received is considered confidential.

## **STAYING IN TOUCH**

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are held at least twice a year for the purpose of evaluating each student's work and progress. Throughout the year, parents and teachers are encouraged to have conferences as needed.

### **Take-home Folder**

All students have a take-home folder. We recommend parents to daily view their take-home folder for important information pertaining to their child or classroom.

### **Weekly Newsletter**

At the beginning of each week, a letter is sent home with information from the school office. Classroom teachers also add specific information pertaining to their class.