2026-2027
Preschool Handbook
for
K4

Philosophy

At Crossroads Christian Preschool, we are dedicated to giving your child the best start on life by laying the foundation for a lifetime of learning. We advocate helping children develop personal integrity and enable them to think critically, work cooperatively, and solve problems creatively. Our curriculum provides experiences that enable children to make sense of what they are learning and to connect their knowledge to everyday life.

Goals

- To provide an environment where children grow spiritually, physically, socially, emotionally, and intellectually.
- To instruct the children from a Christian and Biblical point of view, incorporating Bible stories and practices in Christian living.
- To nurture the children so they develop a positive self-concept and to equip them with the skills to build and broaden their interpersonal relationships.
- To provide a flexible program that includes a mixture of free play as well as planned activities.
- To develop skills in letter and sounds, simple phonic concepts, math, science, and social studies.

Preschool Information

Hours of Operation/Closings

K4 class hours are 8:00 a.m. – 3:00 p.m.

- Children that arrive before 8:00 a.m. must report to the back parking lot and enter in gym door. After 8:00 a.m., please go to the office and your child will be escorted to the K4 classroom. Drop-off cut-off time is 9:00 a.m. unless you have a doctor's note.
- Lower school pick-up begins at 3:00 p.m. At 3:00 p.m., K4 students may be picked up or will go to preschool after-school care. Note: After-school care is included in K4 tuition.
- K4 after-school care hours: 3:00 p.m. - 5:30 p.m. (There will be a $5.00 per minute late fee charged if a child is left beyond 5:30 p.m.)
- CCS is a smoke-free school.

Substitute Staff

A list of substitute caregivers is kept on file in the event that not enough permanent staff can be present to maintain staff/child ratio. The list is compiled and maintained by the Director.

Admissions

Children applying to the K4 program must be four years old by August 31, 2025, to be admitted.

NOTE: Preschool students must be FULLY potty trained. "Pull-ups" are not allowed. Children must be completely independent in the bathroom. It is our experience that some children who are trained at home may not be ready to use these skills consistently in the school environment. Our aim is to keep open communication with parents, and we will notify you if your child is having problems in this area.

Financial Information

Note: ALL fees and payments are non-refundable and non-transferable.

<table>
<tr><th>ENROLLMENT FEE:
(Not included in tuition fees):</th><th>TUITION PRICING</th><th>BOOK FEES</th><th>TECHNOLOGY FEE</th></tr>
<tr><td>250.00
Due upon enrollment/re-enrollment.
$25
Online Application Fee</td><td>$6950.00
Includes Aftercare
(10 months)</td><td>$300.00
Due by July 1</td><td>$100.00
Due by Aug. 1</td></tr>
<tr><td rowspan="2">PAYMENTS: 2 methods
Pay in full before the first day of school (3% discount)
OR
FACTS drafts are made on the 5th and 20th of each month.
Returned Check Fee: $35.00 - payments made to the school or through FACTS</td><td colspan="3">HOURS</td></tr>
<tr><td colspan="3">8:00 a.m. - 3:00 p.m.
K4 students may register for after-school care at no additional cost. After-school care hours are 3:00 p.m. to 5:30 p.m. There will be a $5.00 per minute late fee charged if a child is left beyond 5:30 p.m.</td></tr>
</table>

Admission Requirements and Enrollment Procedures

Students must have the following forms on file for the registration process to be complete:

- Application
- Emergency Contacts Form
- Parent/Guardian photo ID
- Birth Certificate
- Immunization Record
- Health Exam form (completed by parent and physician)
- Student Health form (completed by parent)
- Signed Discipline Policy (from front of handbook)
- Signed Handbook form (from front of handbook)

School personnel must make copies of original documents. We cannot accept copies made by parents or other individuals. Parents/Guardians are informed of their child's placement after interview or by phone call. These forms are available for parental inspection upon request.

Withdrawal from the Program

Please notify your child's teacher immediately if you plan to withdraw your child from the K4 program. Parents should refer to the CCS Student Handbook, Section 2.4 regarding the withdrawal procedures. (The Student Handbook is available on school website under Information menu.)

Arrival and Dismissal

Parents are responsible for transportation to and from school. When parking in the front of the building, please be mindful of other parents who are also delivering/picking up children. Please park so you are not blocking other vehicles. When you arrive at school, you should accompany your child into the school. PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED IN THE HALLWAY OR OTHER AREAS OF THE SCHOOL. Children should be left in the appropriate classroom with a supervising teacher. Please make sure the supervising adult is aware that your child has arrived.

When dropping off and picking up your child from school, it is mandatory that you sign him or her in and out, noting the time and initialing it as well. In addition to signing out your child, please be sure to communicate to the appropriate teacher in charge that your child is leaving. Often, there are messages or other forms of communication that may need to be shared with you.

Your child should arrive at school no later than 8:00 a.m. each day. In order for your child to fully participate, he or she should be here on time. Unexpected late arrivals throw a child off concerning lessons, nap, routines, etc. Drop-off cut-off time is 9:00 a.m. unless you have a doctor's note.

If your child has an appointment and will be arriving late, please notify the teacher. Parents should also notify the school if their child will be absent.

Conference and Visiting

Parents are encouraged to attend special events during their child's preschool years, which include:

- Open House in August
- Grandparents Day
- Doughnuts with Dads
- Munching with Moms
- Parent/Teacher Conferences (if needed)

Crossroads Christian School is currently a closed campus. Visitors for current students are limited to immediate family members only (parents, siblings, and grandparents). No visitors are allowed for lunch.

Personal Belongings

Each child will be given a cubby to store his or her personal belongings. Each child should provide:

- One blanket
- One small pillow
- One complete change of clothing (appropriate for the season).

Please be sure to label each item with your child's name.

Cubbies have been arranged to store teacher/parent correspondence and artwork on the bottom shelf. The top shelf will store the child's extra change of clothes and cot linens. The bottom half will store the child's coat, book bag, etc. We ask that parents check their child's cubby daily for things that need to go home. We appreciate your help in keeping the cubbies organized.

Parents should check cubbies often to make sure your child always has an extra change of clothing.

Your child should bring no gum or personal items such as toys or games to school. We welcome your child to bring a soft toy or blanket that he or she likes to sleep with during naptime. Please check with your child's teacher regarding bringing special items to share with the other children.

Nutrition Procedures

Lunches can be brought from home or purchased from the CCS cafeteria for $3.75. Please fill out and return the school lunch order slip each day your child is ordering lunch. A menu will be provided monthly and is available on the school website, as well as lunch order slips.

Snacks and Celebrations

Parents are welcome to bring or send birthday cupcakes or any other special treats for your child's class on his or her birthday. Birthday celebrations are normally held during afternoon snack time. Please contact your child's teacher one week prior to the celebration. Please keep in mind any food allergies, if applicable. All food allergies are posted in the classroom.

We request that families refrain from having floral arrangements or balloons delivered to the school. It's often hard to explain at this age why such a delivery is given to one child and not all. In the event a delivery is made, the child will be notified, and the delivery will remain in the office until the end of the day.

Dress

Children should wear washable, serviceable clothes to school each day. K4 students are not required to wear CCS wear. We do NOT dress up for chapel. It is almost impossible to keep children clean during the day, as they are involved in such activities as painting, cooking, eating, playing outdoors, etc.

Please dress your child according to the weather, in clothing that he/she may handle somewhat independently. This practice is very helpful to the teacher during certain routines, such as restroom breaks, and fosters the child's development of self-help.

Tennis shoes or other closed-toe shoes are highly recommended for school. Sandals and flip-flops often prevent a child from fully participating in all activities.

Parents should also review section 8.2 in the Student Handbook regarding the General Dress Policies.

Field Trips

We may have field trips scheduled during the school year. You will be notified in advance of each trip. You will receive a permission form to sign that will cover individual trips planned and supervised by the K4 staff. Your signature is required for your child to participate.

Medications

If your child requires medication while he/she is at school, the parent or guardian must complete and sign an authorization form for the staff to administer the medication. The medication must be in its original container. Prescription drugs may be administered only to that person whose name the physician has prescribed it for. Staff may not exceed dosage amounts indicated on the label unless the parent gives written indication on the medication form that a physician has instructed you to do so. Medicines should be labeled with your child's name. For sanitation purposes, we request that you bring in your child's individual measuring spoon/cup for administering the drug.

All medications are properly locked out of the children's reach in compliance with sanitation regulations and should be picked up/taken home when no longer being administered. Sanitation rules require that old medications be discarded if left behind. We reserve the right to refuse to administer any medication.

Illness and Accidents

For the well-being and health consideration of all our students and staff, parents are asked to keep home any student with fevers and contagious illnesses. Students need a signed note from the parent or a doctor stating the reason for missing school. It is a policy that a student must stay home with:

- Fever – a temperature 100°F or higher (Students must be fever-free for at least 24 hours before returning to school.)
- Vomiting (Students are not allowed to return to school until 24 hours after the last vomiting incident.)
- Flu symptoms
- Diarrhea (Students are not allowed to return to school until symptoms are completely gone.)
- Colored nasal discharge
- Persistent cough
- Strep throat (Students are not allowed to return to school until they have been on 24 hours of antibiotics.)
- Pinkeye (Students are not allowed to return to school until they have been on 24 hours of antibiotic eye drops.)
- Head lice (all lice and eggs removed; must have physician's note)
- Ringworm on body (treatment for 24 hours; cover with bandage while at school)
- Ringworm on head (physician's note)
- Other contagious conditions (for example, chicken pox, impetigo, etc.)

If your child becomes ill at school, the classroom teacher will contact the parent/guardian. If there should be an accident involving your child, we will administer first-aid, and you will be informed immediately if professional medical attention is needed. Should you be unavailable, other names indicated on your child's application will be notified that the child needs to be picked up from school. We understand the problems a working parent could encounter; however, we are unequipped to handle sick/contagious children and appreciate your cooperation in seeing that they are picked up in a timely manner. Please keep your child's teacher informed of all phone number and email address changes.

A first aid kit is maintained in the classrooms. For simple injuries not requiring medical attention, a supervising teacher or the Director will administer simple first aid. All staff members are certified in first aid and infant/child/adult CPR.

Fire Drills, Tornado Drills, and Lock Downs

Fire drills are held on a monthly basis. Severe weather drills are held several times a year. Lockdowns are held quarterly.

Child Abuse Reporting

Crossroads Christian School complies with Statutory Authority G.S. 110-88 (3, (5); 110-101; 143B-168.1; 143B-168.3; (Effective January 1, 1986)

According to NC law, any person who has reason to believe a child is being neglected and/or abused must report his suspicions to the local department of Social Services. In cases of suspected child abuse or neglect, the staff that suspects a child may be neglected or abused will notify the CCS Director immediately. The CCS Director will:

1. Meet with the identified staff person to discuss the concerns.
2. Observe the child in the classroom setting.
3. Document any concerns.

If reporting is warranted, the Director will contact the Department of Social Services within 24 hours of receipt of the complaint. The Director and staff of CCS will cooperate in every way with any ensuing investigation. Any person can call the Division of Child Development at 1-800-859-0829 to make a report of suspected child abuse or neglect.

Shaken Baby Head Trauma

Crossroads' preschool staff believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality childcare, and educating families.

Background:

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death1. According to North Carolina Child Care Rule (childcare centers, 10A NCAC 09 .0608, family childcare homes, 10A NCAC 09 .1726), each childcare facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT2.

Procedure/Practice Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.
- If SBS/ABT is suspected, staff will:
    - Call 911 immediately upon suspecting SBS/AHT and inform the director.
    - Call the parents/guardians.
    - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in childcare are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services.

Prevention Strategies to Assist Staff in Coping with a Crying, Fussing, or Distraught Child:

Staff will first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

Discipline and Behavior Management Policy

Behavior and Discipline

Please support the staff in their efforts to instill appropriate self-discipline in each of our students. Habits and patterns established now will provide the foundation for successful schooling over the next thirteen years. Staff will contact you if parental support is needed in correcting misbehaviors.

Learning takes place through positive interaction among children and adults. Children are encouraged to behave appropriately through positive discipline methods such as:

1. Distraction, redirection, or provision of alternatives for inappropriate behavior
2. Praise, positive reinforcement, encouragement, and reward
3. Consistent rules, routines, limits, natural and logical consequences
4. Modifications to the classroom environment to attempt to prevent problems
5. Modeling of appropriate behavior
6. Listening to the children
7. Respecting needs, desires, and feelings of children
8. Ignoring minor misbehaviors
9. Explaining things to children on appropriate level
10. Using short, supervised time-out periods (see description of time-out)

No child shall be subjected to any form of corporal punishment:

1. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, pulling, or spanking.
2. No child shall be placed in a locked room, closet, or box.
3. No discipline shall be delegated to another child.
4. Discipline shall in no way be related to food, rest, or toileting.
5. No food shall be withheld or given as a means of discipline

6. No child shall be disciplined for lapses in toilet training.
7. No child shall be made fun of, yelled at, or threatened. No sarcastic remarks will be made about children. Staff will use no profanity. No child will be verbally abused.
8. No child shall be left alone, unattended, or without supervision.
9. No families, parents, or ethnic groups shall be criticized, belittled, or made fun of.

"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from other activities but within provider's sight. During "time-out," the child has a chance to think about the misbehavior that led to his/her removal from the group. After a brief interval of no more than 5 minutes, the provider discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

I, the undersigned parent or guardian of _____
(Child's full name) do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment _____

Signature of Parent or Guardian _____

Date_____

Distribution: Signed copy in child's facility record and parent copy is contained in Student Handbook

Curriculum & Daily Activities

A balanced curriculum for preschool children includes the following areas:

1. **Gross motor skills** – running, skipping, hopping, and throwing
2. **Fine motor skills** – finger plays, drawing, coloring and cutting
3. **Language/phonics** – all letters and sounds, long and short vowel sounds, blends, phonic rules, sentence formation, reading blends to short three letter words, and sight words
4. **Math** – recognizing and writing numbers 1-20, counting by one's to 100, counting by ten's to 100, telling time, money, and simple addition
5. **Social Skills** – sharing, trading, playing, discussing manners, politeness, caring for others, respecting property, parallel play, playing together, child/child, child/adult
6. **Life Skills** – health and safety, dressing, name, phone number, parents' names, address
7. **Music** – singing, dancing, and dramatic play
8. **Art** – process more important than product
9. **Science** – units that discuss the seasons, weather, physical science, earth and space, and life science
10. **Social Studies** – character building, health and safety, holidays, famous Americans in history, and my big world with Clifford series.

Units and themes that are developed in preschool will draw from these areas. Many activities will center on holidays and seasons. All will be designed to draw from the child's experiential background while also exposing him/her to the wonder of new and different experiences.

Specials

K4 class will participate in extracurricular activities, such as art, library, PE, and music.

The K4 class will also attend chapel once a week. Lower school chapel is scheduled for every Tuesday (8:20 a.m. - 9:00 a.m.).

Cancelled Classes

Preschool will follow the school calendar as closely as possible. If school is cancelled due to bad weather, then preschool is also cancelled.

Teacher Workdays

Please note the dates on the school calendar provided by your child's teacher and school website. K4 classes will not be open to students on teacher workdays, but aftercare could be provided.

School Closed

If the school is closed for any reason, neither staff nor students report to school.

Inclement Weather:
In the event of inclement weather necessitating the closing or delay of school, it will be communicated through email, the school's web page, Twitter, Facebook, Remind, voice mail, and the following local media channels:

WRAL: Channel 5
WTVD: Channel 11
News 14: Channel 14
NBC: Channel 17

Should inclement weather occur after school has begun, please listen to the local media for announced school closings. Your child's teacher will notify you by phone. At that time, please make arrangements for your child to be picked up.

Volunteer Opportunities

Volunteer involvement is critical to Crossroads Christian School's overall effectiveness. Family members can get involved through the Booster Club, fundraising, chaperoning, classroom activities, office help, and other opportunities. CCS will conduct background checks on all volunteers who are in direct supervision of students or athletes. Background check records will be kept on file in the school office. Contact the office for further information about volunteer opportunities.