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Dear Parents,

WELCOME to Champion Christian Preschool!

This parent handbook has been compiled to acquaint you with our school and the Christian Family & Children's Center, which operates the preschool program. Please become familiar with our policies and procedures and keep this handbook for future reference.

We want you to feel a part of the Center. Your participation, cooperation, and input into the various aspects of our program are encouraged. The Center is here for parents as well as students!

We encourage you to catch the vision of Christian education at Champion Christian Preschool. Please feel free to contact any faculty or staff member or myself if you have any questions.

Sincerely,

D. Merle Skinner	Executive Director
Jennifer Pizer	Preschool Head Teacher
Danah Skinner	Preschool Teacher

Champion Christian School reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the school by the Board of Directors and the School Administration.

The Center Board of Directors utilizes a Governance Model for the leadership of the Center which allocates the Board of Directors to developing overall policy for the Center and hiring of the Chief Executive Officer which is directed to hire staff within policy and to develop procedures that accomplish the implementation of the policy governance developed. In this case the Center, along with any of its programs reserves the right to change any policy or procedure at any time as deemed necessary and in the best interest of the Center and programs by the Board of Directors and the School Administration.

I. ABOUT THE CENTER

The Christian Family & Children's Center is dedicated to providing Biblically based Christian programs which support families and children. Presently we offer: Champion Christian Preschool, Champion Christian School (kindergarten, elementary, middle school, high school and Discovery program), New Horizons Pregnancy Resource Center, Christian Counseling Services (a marriage and family counseling program), seminars, workshops, as well as programming and consultation to churches and other organizations.

The Center is an interdenominational Christian organization. This means it is not affiliated with any particular church or denomination, but serves as a para-ministry: working together with the various churches in a mutually beneficial way to the glory of God. Although we are not affiliated with a particular

church, we are distinctly Christian.

The Center is also classified as a 501(c) 3 nonprofit corporation. It does not retain a profit for its work and it is not owned by an individual but is run by a Board of Directors. Copies of year end reports are available upon request. Tuition does not cover all the costs needed to run the many programs here at the Center. Contributions enable us to provide much needed services to the children and families attending Center programs.

Any programs offered by the Center are available to anyone, regardless of age, sex, nationality, race, or religious orientation.

II. STATEMENT OF FAITH

This Center has been founded by the Lord and is dedicated to His glory. The following Statement of Faith has been adopted by the Board of Directors (taken from the Evangelical Council on Financial Accountability):

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit.
3. We believe in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

III. EDUCATIONAL PHILOSOPHY

Since humankind's chief and highest end is to glorify God (Isaiah 43:7), the highest possible achievement for any child is to understand and obey God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children to live godly lives. We believe that the school is an institution which provides assistance to parents in fulfilling this responsibility, thereby supplementing and/or complementing the training that child receives at home.

We believe that together the home, school, and other aspects of a child's experience educate the whole child in his preparation for adulthood. Since a child cannot be separated into isolated components, the school experience must address each of these interrelated components in educating a child.

These areas include:

1. Spiritual - A child's relationship with the personal triune God of the Bible, the understanding of the nature of God, and an understanding of the spiritual nature of this world and humankind. (Romans 12:1&2)
2. Intellectual - The God-given attributes of a child which enable him/her to master foundational academic tasks (i.e., reading, mathematics, spelling, language, writing, etc.)
3. Social - Interaction with others, both adults and children, in groups and on an individual level. (Ephesians 6:4)
4. Emotional - The part of the child that identifies, understands, and deals with his/her emotional states as well as how a child feels about himself (self-esteem).
5. Physical - Abilities of a child to master gross motor and fine motor skills in the framework of the child's ever-changing body.

Therefore, each child not only has individual strengths and weaknesses, but also exhibits change and growth in each of the above areas. Because of this, we believe a developmental approach to education (i.e., assessing each child's development on an individual level) is essential to maximize the potential of each child. (Proverbs 22:6)

As we acknowledge that God has planned individually for every child, and that His plan has allowed adults, parents and teachers, the privilege of serving Him in the raising of children, we desire His guidance for all that will be done to fulfill our responsibility to educate children. (Deuteronomy 6:1-3; Titus 2:1-8)

Champion Christian School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the Christian school teaches. This includes, but it not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13, Romans 1:27)

ADOPTED: May 3, 1983

AMENDED: July 2, 2009

IV. WHY CHRISTIAN EDUCATION?

Due to the growth of Christian schools in recent years, Christian education has become a household word. Christian schools vary in educational, developmental, and spiritual philosophies. At Champion Christian School, we believe strongly in equipping our students to live in today's world. Our goal is to provide a solid academic education for children in a Christian atmosphere where biblical

principles are at the heart of the curriculum.

The theological basis for our school is rooted in Deuteronomy 6:6-7 in which parents are commanded to give children a Christian world view by discussing everything from a biblical perspective. Originally, all schools in America were Christian schools. It has only been in the last century that we have 'discovered' humanistic education, and taken God out of the curriculum. In doing this, we have been denied the heritage of a strong moral education that was founded by our forefathers in early America.

As you begin to think about sending your child to Champion Christian Preschool, a few natural concerns may arise. Some are addressed below:

Concern #1 I Can't Afford the Tuition.

For Christians who desire to raise their children according to Biblical principles, you cannot afford to not send your child to a Christian school. Our children must be our first priority!

We are doing everything in our power to keep services affordable. Please talk to us if cost is keeping you from enrolling your child. We offer a financial aid program to those who are eligible. Eligible parents may work at the Center to offset half the tuition.

Often, this question can be rephrased as 'I don't think it's worth the money to send my child to a Christian school.' There are choices all parents must make concerning finances, and school tuition is certainly a serious commitment. However, we are accountable to God for the resources with which He has blessed us. We feel Christian school is not only well worth the investment, but is a Biblical command for Christians.

Concern #2. Christian Schools are not as Solid Academically as Other Schools.

Nothing could be further from the truth! In reality, Champion Christian School students score above the national norms, depending upon the ability of the students who are taking the tests. Generally speaking, with smaller classes and more individual attention, students are better able to work up to their potential. We encourage parents to be involved at Champion Christian School. The partnership built between school and home increases the likelihood of better academic achievement. Certified teachers and a well-planned curriculum create an excellent atmosphere for a high quality education at CCS.

Concern #3. Christian Schools are Only Necessary for Children Who Cannot Make it _____ in Other Schools.

Champion Christian School is made up of a varied student body. We have students who are academically gifted, students with learning disabilities, and students who are average learners. Don't be misled into believing that because your child is doing well academically you don't need the Champion Christian School experience. Our strengths enhance academic growth for all students.

Concern #4 Christian Schools are Hot Houses to Keep Children from the 'Real World.'

Champion Christian School can be likened to a greenhouse; we prepare children to be strong and mature in the real world, rather than be crushed before they are able to face it. Children disagree, fight, have differences, and often behave in inappropriate ways, just as they do in other schools. The difference at Champion Christian School is that we deal with these situations differently, giving children the means to deal with life from a biblical perspective. This forms lifelong patterns of integrating biblical

principles into their lifestyles, and encourages an atmosphere which develops personal ministry habits. Remember, a Christian world view cannot be taught in a non-Christian school.

Concern #5 My Child Won't Have the Opportunities He Will Have at Another School.

Although this statement may be true in some ways, it needs to be put into perspective. How many students actually participate in a school sports program, plays or musicals? Many children in smaller schools can participate in activities that they could not in a larger school. Contrary to popular belief, Champion Christian School has more equipment and experiences per student in the realm of computers, science, clubs, sports and other areas than some larger schools. The bottom line is that these items are only a part of the student's experience, and need to be weighed carefully in the context of the whole educational experience.

Some activities offered at CCS are Choral Ensemble, piano lessons, Yearbook Committee, Speech Meets, Geography Bees, Spelling Bees, Bible Festival, Social Studies Fairs, Science Fairs, basketball, tennis, soccer, volleyball, softball, cheerleading, field trips, Spiritual Emphasis Week, mission trips, assemblies, and many others. Some of these activities involve the Association of Christian Schools International (ACSI). More opportunities continue to become available as our school grows. Many of our students, who have come from larger schools, feel they have more opportunity to participate in activities at CCS than in their former schools.

V. WHAT IS A PRESCHOOL?

The concept of preschool has been around for many years. Centers for children aged three to five (or under school age), can be called a variety of names (e.g., nursery school, preschool, day care, etc.). Basically, they all try to promote children's growth in the areas of their development; intellectually, physically, emotionally, and socially.

VI. OUR PRESCHOOL

Champion Christian Preschool is designed to facilitate children's growth. Unlike other preschool programs, it also seeks to provide a Christian atmosphere in which this growth takes place. Our desire is to help children develop a Christian worldview with which he or she will be able to understand the world.

Play is seen as children's "work," or the primary way the child learns. Our preschool's curriculum is, therefore, built around children's play. Our preschool classroom has several different play areas such as the block area, housekeeping area, cognitive (academic) area, computer area, art area, sensory area, and others which the child is free to explore under the guidance and supervision of the teacher.

This type of programming is necessary for our developmental focus, allowing the staff to see each child as an individual with different likes and dislikes, different needs and levels of growth, and provides ways to maximize each child's experience at preschool. In a typical day at preschool, there are both structured and non structured times which include individual and group activities.

Champion Christian Preschool is dually accredited by the Middle States Association of Colleges and Schools and the Association of Christian Schools International (ACSI). As an accredited school

in PA we are registered with the state. The Center administration reviews state standards and other professional guidelines regarding the preschool curriculum and program development.

PRESCHOOL DAILY SCHEDULE*

Morning Preschool Schedule

9:00 - 9:50 Self Directed Play / Clean up Time

9:50 - 10:20 Group Time:

This will be a time when we discuss the unit/lesson, read Bible stories, do the calendar, discuss the weather, sing songs, do finger plays, share our feelings and thoughts, as well as have a time of prayer.

10:20 - 11:30 Activity Time:

This time will be a special group learning experience and will be divided between Outside Play or Physical Activity (20 minutes), Snack (20 minutes), and Arts and Crafts (20 minutes). Times will be adjusted to the activities of the day.

11:30 - 11:45 Closing:

During this time we will review songs and Bible stories and will prepare for parent arrival. Once a month a Secret Reader will tell or read a story to the children.

Afternoon Preschool Schedule

12:30 - 1:35 Self Directed Play / Clean up Time

1:35 - 2:05 Group Time:

This will be a time when we discuss the unit/lesson, read Bible stories, do the calendar, discuss the weather, sing songs, do finger plays, share our feelings and thoughts, as well as have a time of prayer.

2:05 - 3:00 Activity Time:

This time will be a special group learning experience and will be divided between Outside Play or Physical Activity (20 minutes), Snack (20 minutes), and Arts and Crafts (20 minutes). Times will be adjusted to the activities of the day.

3:00 - 3:15 Closing:

During this time we will review songs and Bible stories and will prepare for parent arrival. Once a month a Secret Reader will tell or read a story to the children.

*Schedule varies at the teacher's discretion depending on weather and unit focus.

Notes:

- ◆ We would like parents to wait outside of the classroom until we dismiss the children. You are welcome to come into the classroom after dismissal if you would like to see what we have done that day. Thank you for your cooperation with this. We want to make the children's transition at the end of the day as smooth as possible. At North Campus parents may wait in the front room until children are dismissed.
- ◆ If you need to pick up your child early, please make arrangements as soon as possible so we can have your child ready without disruption to the class. Thank you.
- ◆ Parents are asked to take turns bringing snacks.
- ◆ When dropping off your child, please leave him/her in the care of the preschool teacher only. When picking up your child, please wait in the hallway until your child is dismissed. Your promptness during the drop off and pick up times is greatly appreciated and necessary to maintain the schedule for the morning and afternoon programs. For your child's safety and for the convenience of the Champion Christian School bus drivers, we ask you not to park in front

of the building, or to block the Preschool entrance. At SOUTH CAMPUS, please park in the lower right side parking area when bringing or picking up your child. At NORTH CAMPUS, please park in the main parking lot and be careful walking to the front preschool entrance.

VII. ADMISSIONS PROCEDURE

MAKING YOUR DECISION. We believe that choosing a school is a process that takes time. We require families to do the following:

1. Take a tour of the facilities. Tours can be arranged through the development office. With various schedules and school ending in May, it's important to start early.
2. Schedule a visit day in the classroom.
3. Review the handbook. Questions? Ask us!
4. Meet with the executive director and preschool teacher.

MAKING APPLICATION. After you have examined Champion Christian Preschool and decided that this is the program for you and your child, you will need to complete an Application for Enrollment. This form is available from the school office. If the application is accompanied by the registration fee, and there is room in the preferred session, a spot will be held. Acceptance will be based on space availability and your child must meet the following criteria to be enrolled in preschool:

1. Is at least three years old and toilet trained.
2. Is developmentally appropriate for preschool.

Programs are filled on a first come, first served manner. After a program fills, applications with registration fees will be placed on a waiting list in case an opening arises.

Applications submitted after June 1 will be considered after all previous applications have been processed. Registration fees will not be refunded unless your student is not accepted.

As openings become available, children will be admitted based on the following criteria:

1. Children's readiness for preschool.
2. Group dynamics, in the context of the child's behavior and developmental characteristics.
3. Position on the waiting list.
4. Family's need for preschool service.

The preschool staff will then set up a meeting called an "intake."

VIII. INTAKE PROCEDURE

The intake is done on an appointment basis, and must be completed before your child starts preschool. Please contact the preschool staff to set up a meeting time to complete a

developmental history. Both parents should be present, if possible, to supply the needed information. Additional paperwork will also need to be completed with the office staff.

The developmental history is a history of your child's development such as when (s)he sat up, walked, was toilet trained, etc. This background is helpful because it gives the staff a better understanding of your child and an opportunity for staff to become better acquainted with your family. Bringing your child's baby book along to this meeting may be helpful.

You will need to see the accounting office (at our North Campus in Donegal) to fill out various forms and to sign the Service Agreement. You will arrange with the bookkeeping department which payment option best suits your family's needs (see section on Fees for more details about payments). Your signature on the service agreement signifies your commitment to financial accountability between you and the Center. These forms can also be completed during Preschool Orientation.

IX. PREPARING FOR PRESCHOOL

Even after you've made the decision to send your child to preschool, most parents have a period of questioning before that first day. "What if he's not ready to leave me yet?", "What if he says a bad word, or hits another child?" "What if he cries the whole time?" "What if...?"

Starting preschool is a new and different experience for both parents and children and will take some adjustment on both parts. It is perfectly normal to feel a bit apprehensive. Your child's teachers are available to talk to you about any questions you may have.

Sometimes preschool is the first time a child will be away from home on a regular basis. That's a BIG step! Children will be excited about this new adventure, but also a little anxious. For this reason, it is very important to talk with your child about preschool before it is actually time for him to go. To adults, children are frightened about the most unreasonable things. For example, some children are afraid that they will be abandoned at preschool never to see home again! Explain to your child that they are going to preschool, where you will be while they are there, what they will be doing during the day, and when you will be picking them up. Even if your child doesn't seem to be listening, (s)he is! It will be a few weeks before your child will adjust to his new schedule. Children may be more irritable during this time. Continue to be firm but assuring and make sure daily routines are consistent.

You and your child should visit the preschool a few times before the first day. This allows both of you to become more familiar with the Center and what goes on here. Please contact the Center to arrange a convenient time. At least one visit is required before your child's first day of preschool. Additional visits may be arranged if you like, or if the staff feels it is important.

In the latter part of August, parents are required to attend orientation which will make you aware of preschool procedures, and give you other important information.

X. THOSE FIRST DAYS

During the first few days of preschool, your child may experience what is called separation anxiety. (S)He may cry and cling to you, begging you not to go. Leaving the Center at this time is one of the most difficult things you will have to do. Again, this is a big step for a child and they need your help to get through it. Just as going to the doctor can be a scary experience, so can preschool. As parents, we need to remind ourselves that children do not always know what is best for them.

Once this separation issue is dealt with, your child will love preschool! It helps to talk to parents whose children are already in the program. They have lived through this and can be a great support to you.

Even the hardest criers usually settle down a few minutes after parents leave. However, if you get home and still need a little reassurance, PLEASE CALL! The staff will tell you how your child is doing and ease your mind. You may call as often as you wish.

To make the adjustment to preschool easier for both you and your child, you should stay with him for 15 or 20 minutes before leaving those first few days. This lets the child explore the preschool while having the comfort of his parent around. Also, it is a good idea to let your child bring something of their own from home. A familiar toy or object sometimes makes it easier for him to get used to the newness of preschool.

XI. CENTER AND FAMILY WORKING TOGETHER

The Christian Family & Children's Center views Champion Christian Preschool as a very important component of a child's life. We know the only way the preschool experience will be a meaningful one is for families and the school to work together. Therefore, we have tried to provide ways for parents to become involved in the Center. Feel free to call your child's teacher if you need more information about the activities at school. You are encouraged to come and spend time at the preschool during arrival and departure times. If you are a working parent, please plan your days so that you can have a few minutes with your child when he arrives or returns from preschool. We will appreciate your involvement throughout the year (e.g. field trip chaperones, help with parties, work days, etc.).

Our newsletter, the CENTER ADVOCATE, is published periodically. It reports activities that are occurring at the Center, contains classroom articles written by our teachers, and much more! Please note upcoming events and schedules on your home calendar. The Center is a multifaceted organization, please take the responsibility for recording important events, or you may miss many valuable opportunities for growth.

PRINCIPALS' NOTES are sent home every other Thursday during the school year. On the off weeks, we publish an abbreviated Administrators' Updates. These notes are designed to keep you up to date on school and Center activities and events. Principals' Notes, the abbreviated Administrators' Updates, along with the Center Advocate are your keys to getting information. If you do not receive a weekly Principals' Notes or the Center Advocate, call the office. These are also sent via email and can be found on our web site at www.champion.org/ccs.

WEB SITE AND ONLINE CALENDAR The preschool website www.champion.org/preschool has important information as well as pictures from preschool activities. Go to the online calendar at www.champion.org/calendar for the most up to date information on Center activities.

The parents of children enrolled in our preschool program regularly meet at the Center for PARENT MEETINGS. This is a supportive time for parents to discuss with the faculty, staff, and each other the operations of the school and their child's preschool experience. We also have presentations of interest, and just have fun getting to know one another.

PARENT ADVISORY COMMITTEE (PAC). The Parent Advisory Committee is a group of parents who have been involved in the school program for at least one year, and have been appointed by

the Board of Directors to help coordinate parental involvement in the school. You can expect to hear from them periodically. Please let them know your ideas! The PAC is part of the Center's leadership team along with the Board of Directors, Advisory Board, Pastoral Advisory Council, faculty and staff, P.T.F., and student council.

PARENT TEACHER FELLOWSHIP (PTF). All parents and teachers at Champion Christian School are a part of the PTF, which is in charge of providing ways for parents and teachers to work together. The executive committee of the PTF meets regularly to help parents and teachers organize activities at the school. Its role is primarily social, although it does take on certain administrative tasks.

What kinds of things does the PTF do? Organize trips to Christian concerts, snow tubing, Christmas caroling, bowling, dinners, baseball games, roller and ice skating, men's events, women's events, etc. If you have an idea, let them help you organize it!

PARENT - TEACHER CONFERENCES will be held three times per year (fall, midwinter, and end of year) to give you and your child's teacher an opportunity to discuss your child's progress and address any concerns that you may have. Any materials, notes or charts that would be helpful for you will be made available at this time. If you would like, the preschool staff will meet with you more frequently.

ADVANCED EDUCATION PROGRAM (ENRICHMENT, GIFTED, TALENTED)

Students who CCS invites to be evaluated for this program need to be within a suspected enrichment or gifted range of ability. Currently, CCS follows state guidelines for invitation into the program. An evaluation for the program includes an academic evaluation by a school psychologist, staff review of a student's attendance records, peer and teacher relationships, and that parents are supportive of the program. The Advanced Education Program challenges higher-ability learners to push beyond their levels of achievement to explore and complete both group sessions and larger investigative projects that would require both on and off campus experiences. Research supports that students with ability levels that fall into these categories (approximately 1% of the population) need some extra help to understand their giftings in the context of society around them. Our program at CCS is committed to not only challenging students academically, but providing the appropriate contextual framing for these students to know how to push themselves to levels where they are appropriately stimulated, where they can balance who they are in the context of a Godly self esteem that is based upon who God has made them to be, not comparisons with others, and to learn how to try and fail, which is sometimes difficult for them. There is a monthly fee for those accepted to the program. See one of the program principals to inquire about the AE Program.

PARENT RESOURCES. There are books, magazines, videos, and periodicals available for you to borrow from the Center library. These publications pertain to parenting and Christianity. Check with the staff for more details.

Because parents do not usually get to see anything but self-directed play in the preschool, we have set up PARENT VISITATION DAYS. Parents can arrange with the staff to 'sit in' and observe for all or part of the day.

VOLUNTEERS. There are various ways you can volunteer your time at the Center. WORK DAYS are scheduled periodically to help make improvements in the appearance and maintenance of our building. If you are unable to come on a scheduled work day but would like to help, please contact us. You are encouraged to get involved and assist in the upkeep of our facility. We also schedule volunteers to type, fold newsletters, clean, assist in the library, help landscape, as well as other

things the Lord might lead you to do. We always need you, so please speak up with your ideas!

CONFIDENTIALITY. It is important for you to know that the Center maintains the strictest rules of confidentiality. Due to the intimate relationship that exists between the Center and the home, information that you give to the Center concerning you or your child will remain between us; persons not affiliated with the Center will not have access to our files without your permission. The Center will communicate appropriate educational information about students with staff members and contracted personnel when it is necessary to fulfill their responsibilities at CCS in meeting the legitimate educational interests of the children they serve.

You are welcome here!
Please take part in the Center and its activities,
Your input is valuable to us!

XII. WHAT IS EXPECTED OF PARENTS AT CCS?

We realize that everyone can't do everything at Champion Christian Preschool. We do not expect you to attend every event or function of the school or Center, however, we do believe your involvement in the ministry is important.

There are a variety of events occurring at the Center, and many parents have asked for guidelines about what commitments we would like from them. The following are suggested guidelines:

A. REQUIRED COMMITMENTS

1. Attend orientation in August.
2. Attend Parent-Teacher Conferences for your child.
3. Pray for Champion Christian Preschool, the Center and its many ministries.
4. Read Principals' Notes and Administrators' Updates thoroughly each week.
5. Read the Center Advocate (our newsletter) thoroughly.
6. Help in the class room when asked.

B. SUGGESTED COMMITMENTS

1. Attend parent / teacher group meetings per school year.
2. Attend two work days each year (there are four scheduled in the year).
3. Actively participate in three fund-raisers per year (there are five scheduled fund-raisers throughout the year).
4. Help with at least one field trip.
5. Help with at least one classroom party.
6. Attend Christmas, Easter, and Graduation programs.

C. SEASONED PARENT COMMITMENTS

As a parent who has been involved with our school for two years or more, in addition to the required and suggested commitments, we ask that you serve in a leadership capacity. Here are some areas that need parental leadership.

1. Serve on the Parent Advisory Committee or Parent/Teacher Fellowship.
2. Serve on a fund-raising committee.
3. Assume leadership of a club, athletic group or other student group at the Center.

XIII. SCHOOL POLICIES

PARKING. Please do not park in front of the entrances, the basketball area, or the mailbox. See page 8 for more instructions.

ALWAYS LEAVE A THROUGH WAY FOR THE BUSES/VANS!

ARRIVAL AND DEPARTURE TIMES. Please try to drop off and pick up your child according to the times set up by you and the Center. This makes daily planning and staffing much easier. More importantly, it makes it easier for your child's adjustment to preschool. If you are going to be late in picking up your child, please make every effort to let us know ahead of time, so that we can let your child know. Persons not on the list you give us will not be permitted to pick up your child. This is for our protection as well as yours.

IN-SERVICE DAYS. CCS and the Center will hold four in-service days throughout the school year. These in-services provide the opportunity for teachers and staff to be trained in specific areas of education. Students do not have school these days. Check your school calendar for specific dates.

ABSENCE. Should you decide to keep your child home from preschool, please contact the Center before his/her usual arrival time to let us know. If, for some reason, you cannot contact the Center before the usual arrival time, please call as soon as you can. You should not send your child to preschool if he/she has a fever, is sneezing and coughing, or has any contagious disease such as diarrhea, the flu or any of the childhood diseases. Your child needs to be symptom free without the aid of medication for 24 hours before returning to preschool.

HOLIDAYS. Champion Christian Preschool and the Center will be closed on the following holidays (a specific calendar will be distributed for the year):

☺	September	Labor Day
☺	November	Veteran's Day, Thanksgiving Break
☺	December	Christmas Break
☺	January	New Year's Day
☺	February	President's Day
☺	March/April	Easter Break
☺	May	Memorial Day
☺	June/July/Aug	Summer Break

PARTIES. We strive to maintain a Christian perspective in the celebration of various holidays. However, it is not our policy to undermine the way your family celebrates holidays. As a school, we focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, and Christ's resurrection as we discuss Easter. We do not celebrate Halloween due to its satanic nature.

SNACKS. Snacks served in the preschool are nutritious and well-balanced. It is very important that you let the teacher know if your child has any food allergies. In order to have variety, keep costs down, and allow your child to actively participate in snack time, we ask that families take turns bringing in

snacks. A schedule will be set up by the teacher. We appreciate all the help you can give in providing healthy snacks for the children! If there is a problem with helping provide snacks for preschool, please talk with the teacher. When it is your turn, please send in a snack sufficient for 10-12 people. We sometimes have visitors.

The following list is an example of nutritious snacks. Please use your creativity and ideas when choosing healthy snacks. Have fun with your children while teaching them about appropriate eating habits.

Some Examples Of Healthy Snacks:

- ☺ Celery sticks with cream cheese or peanut butter
- ☺ Carrot sticks with vegetable dip
- ☺ Crackers with peanut butter (This is a great opportunity to allow your child the fine motor task of spreading peanut butter!)
- ☺ Apples (different varieties add a learning opportunity)
- ☺ Oranges (great for peeling and making juice) and bananas
- ☺ Raisins and other dried fruit (e.g., papaya, pineapple, dates, etc.)
- ☺ Granola mix
- ☺ Different varieties of cheese and bread to make "shape" sandwiches
- ☺ Pretzels (a low-fat, low cholesterol food) and popcorn
- ☺ 100% juice or milk is a nice complement to the snack!

On special occasions such as birthdays, parties, etc. please send enough for all of the children (and a few extras for any visitors) so that we can celebrate together! Call the preschool staff to make arrangements.

SNOW DAYS. Please watch the television news channels (WTAE-TV, KDKA-TV, WPXI-TV), or listen to your radio for announcements about school delays or closings due to severe weather conditions. KDKA (1020 AM), WMBS (590 AM), WLSW (103.9 FM), and WCVI, (1340 AM) are some local radio stations which will carry school delay and closing details. If there is a one or two hour delay for Connellsville Area School District morning preschool class will be held from 10:00 A.M. to 12:00 P.M. Please use your discretion on the conditions of the roads and let the school office know if you are not able to attend.

IF YOUR CHILD SHOULD BECOME ILL. We will make every effort to contact you if your child should become ill. We can then arrange with you regarding the best course of action. If, for some reason, we cannot contact you, we will then contact the people you have listed on the Emergency Contact Sheet. If the situation is an emergency, your child will get the quickest and best medical attention available.

MEDICATION. Medication cannot be administered by the staff at the Center unless you complete a permission form. This is necessary for non-prescription medication such as Tylenol or cough medicine also. Prescription medicine can be administered, but must:

1. Be in the original container with the doctor's label attached,
2. Have the dated prescription label which includes how long it is to be given,
3. Have a safety closure on the container,
4. Be accompanied by the special permission form obtained from the school office.

CCS faculty or staff will assist you in completing the permission form. Please be aware of these requirements when your doctor prescribes a medication for your child so that he can give you what is needed. If you feel your child needs medication that does not meet the above requirements, you may come to the Center and administer the medication yourself.

NO SMOKING / NO DRUGS. Remember that there is a NO-SMOKING/NO DRUGS POLICY in the

Center and on facility grounds. This is due to fire safety laws as well as a concern for everyone's health!



TAPING OR RECORDING CLASSES. Champion Christian School realizes that there are limited circumstances when students may need to either tape record a class lecture or have another student tape record a class for them. However, it is the school policy that any students wishing to tape record a class or any part of the school day must obtain permission in advance from the teacher. Any student who tape records a class or any part of the school day, regardless of the reason, without the express permission of the teacher or school individual involved, is subject to suspension or expulsion.

STUDENT/EMPLOYEE HARASSMENT POLICY. All students and staff are expected to treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be disciplined, up to and including termination or expulsion. This policy is reviewed with students/employees, and any violations are required to be reported to the program director/principal. A complete policy is available for review on our website at www.champion.org/ccs/shpolicy.htm

FIELD TRIPS. Field trips play an important part in your child's education. The success of these experiences relies, in part, upon parental volunteers to help chaperone the children. In the fall, we schedule a picnic at the Center where parents and children can join for fun, fellowship, and food in a relaxed setting. Each spring, we reserve a pavilion at Idlewild Park for our annual SCHOOL PICNIC. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

No laptops, cell phones, Ipods, or MP3 players are allowed by students on the field trip. Any prohibited devices will be confiscated and returned only in July.

OTHER SPECIAL ACTIVITIES. Preschool students do take part in some weekly opportunities/activities as part of Champion Christian School. They will have Library Day each week and other weekly activities may include music and gym time. It is especially important that parents let the preschool teacher know if any special physical needs/limitations need to be considered during these activities.

NOTES HOME ARE IMPORTANT! Look for notes from your child's teacher or the office to come home. Get into the routine of having your child give you all-important messages every day. Remind your child to give you the Principals' Notes (and promptly read them). Also, please return any notes that have a tear-off section in a timely manner.

BREAKFAST AND LUNCHES. The school hot lunch program operates five days a week, Monday through Friday. Students who are enrolled in two programs during the day are required to participate in the program. Breakfast is available but not required. Students enrolled in one program may also take part at both North and South Campuses. You may pay per day or per month. Please let your child's teacher know if your child will be participating in lunch. The times are 11:50 - 12:15 at each campus and lunch is available to both morning and afternoon families.

Free and reduced lunches are available through the Federal Hot Lunch Program to families who qualify according to the Federal Guidelines which can be found on the CCS financial aid website.

Official lunch eligibility applications must be filed every school year for each family and are available at August orientations. Specific menus and money procedures will be announced at the beginning of each school year.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA,

Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

WELLNESS POLICY. Champion Christian School participates in the PA School Nutrition and Wellness Programs. An integral aspect of these programs includes the importance of healthy snacks and food choices at school parties. We ask that parents help us to improve the overall nutrition for our students by complying with the classroom policies provided by the administrators and teachers. Parents who bring food items in opposition to the policies will be asked to take the food home with them.

LIBRARY.
Philippians 4:8

We are excited about the library services at Champion Christian School! Currently we have over 20,000 resources available to the community and access to local libraries through the bookmobile. The library mission is to provide high quality literature to the school programs (preschool through twelfth grade), the counseling program, and other programs of the Center's ministry; and additionally, but to a lesser degree, quality literature will be organized and provided for families involved in the Center, for churches, and for the community. In addition to our own collections, we also have vast access through the bookmobile (which visits North Campus each Thursday throughout the year) and online resources. We encourage you to become a library patron.

Literature will include but not be limited to fiction and nonfiction books, periodicals, and technology resources that will allow educational advancement for research, enjoyment, and learning excitement.

Ultimately, we believe responsibility in the selection of literature is parental and personal in nature. The library staff will earnestly attempt to assist parents and students in the selection of material by restricted access of literature by age appropriateness, controversial content, and identifying the nature of the restriction to the best of our ability.



We recognize that the idea of inclusion and exclusion of literature in our library is a sensitive issue and is based on individual values. Even within the Christian community these values are diverse.

In an attempt to identify materials that have controversial content and to provide guidance to students and parents as well as assist students in learning discernment, a warning label may be found on the inside of book covers. Please use discretion when utilizing library resources. We believe there are valuable opportunities for students to use these materials in the developing of a Christian worldview. The key ingredient to the success of this is parent and faculty supervision.

The library is overseen by a library committee made up of Board members, faculty and other advisors. They, along with the library staff, are committed to providing a great resource to Champion Christian School. Please give them your ideas and input. We rely on you to help us do our job.

Preschool students will be allowed to borrow no more than two (2) books from the library and will not be allowed to take out any more until previous books have been returned. Elementary

students may check out five (5) books at a time, unless materials are not returned on time. Books are checked out for a three (3) week period and may be renewed once. Families will receive no less than two late notices prior to a final notice which will include an invoice for the missing book. Questions or complications can be addressed with the appropriate building librarian.

Parents will be charged a \$10 fee for each lost CCS library book to help replace the book and cover the processing costs. Families will be invoiced directly from the accounting department and all library late fees and book costs will be considered direct bills on student and family accounts.

Please note that the library will close a few weeks prior to the end of the school year to close our records and finalize reports. The library will re-open for use during the summer, and will be announced at the end of each year.

CLOTHING. For preschool, it is best that your child wear clothes that are casual and are easy to clean. We have a variety of activities that involve movement and messy materials (paint, sand, play dough, etc.); it is a good idea to be prepared. Girls should wear shorts under skirts for play. Please send in an extra set of clothing in a clear, see through plastic, zip-lock bag to keep at school. Clothes and bag should be clearly marked with the child's name. Outside play in winter and early spring is important. Be sure your child is prepared to go outside. No flip-flops can be worn on the playground. Students need to wear snow pants, coats, boots, hats, and mittens during outside winter activities. Please notify your child's teacher if there is a problem or concern.

VIDEOTAPING. Occasionally, classrooms are videotaped for teacher training and supervision purposes.

PUBLIC RELATIONS OPPORTUNITIES. Periodically, as part of the Center's ongoing public relations, students of the Center have their pictures in the local newspapers, posted on the website or in other ways that promote the Center. If you choose not to give permission for your child to participate please provide written notification to be kept in your child's school record.

LOST AND FOUND. There is a lost and found box located in the hallway. Items unclaimed at the end of each semester will be given away. Please mark all coats, sweaters, backpacks, etc. so that they can be returned easily.

MUSIC POLICY It is the position of Champion Christian School that music styles do not necessarily determine the spirituality of a song and what music children listen to at home should be determined within their family. However, we do believe that the lyrics and words of music are significant in influencing us as people. We recognize that there are differences within the Christian community about this issue, but also that we must set a policy in place that guides school usage at school and Center events. The Board and faculty at Champion Christian School has chosen that all music listened to during school or school functions (whether on personal time or private time) will be Christian and must be on a Christian label. If you have any questions about music, please talk to a faculty member.

CHRISTIAN CHARACTER Although CCS does not require students to be Christians upon enrollment, we do require that their behavior and lifestyles be consistent with a Christian model. This is particularly true in that we believe the Bible makes specific prohibitions against the following behaviors and lifestyle issues and that these issues can significantly affect your student's ability to be a part of CCS. CCS retains the right to refuse enrollment or to disenroll any student who engages in, supports, condones or otherwise promotes the following behaviors:

Promiscuous behavior (sex outside of marriage) (I Corinthians 6:18-20); homosexuality/bisexuality (I Corinthians 6:9, Romans 1:26-27); criminal activity (Titus 3:1); illegal drug and alcohol use (I Corinthians 3:16-17 and Proverbs 20:1); disrespectfulness of authority (Colossians 3:22, Hebrews 13:17, Romans 12:7); hate crimes and racial discrimination (I John 3:15, Genesis 1:27, Colossians 3:10, 11); usage of pornography (Matthew 5:28, Philippians 4:8). In addition to these direct Biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at CCS: inappropriate use of anger (Ephesians 4:26, James 1:20, I Corinthians 9:27, Titus 2:2); profanity (Exodus 20:7, Colossians 4:6, Ephesians 4:29, 5:4) and bringing weapons or anything that can be construed as a weapon to school (2 Corinthians 10:3-4).

We expect families and students at Champion Christian Preschool to be able to identify and work from a Christian perspective. This is not negotiable, and will be reflected in all of our policies and procedures.

Champion Christian School's Biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the Christian school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13, Romans 1:27)

SUPPLY LIST. We strongly urge you to label all of your child's supplies with a permanent marker. Your child will need to bring the following supplies on the first day of preschool:

Backpack (please be aware of policies when choosing 'character' backpacks)

Folder (used for communications between parents, teacher, and office).

Complete change of clothes (Clearly label each clothing item and secure them in a labeled zipper type plastic bag. Clothes will remain at school to be used as needed by your child). Remember to include underclothing and socks.

Box of tissues

DISCIPLINE. The Center believes a child needs to have clear limits set for them by adults. Because of this, the following methods are used by Champion Christian Preschool to enforce set limits:

1. Verbal Methods - Making sure the child understands the limits and reasons for them, as well as verbal reminders of the limits.
2. Adult Help - When verbal methods do not effectively limit a child's behavior, then methods such as taking them by the hand, sitting next to them, etc. are used to help them follow the rules. These methods are adapted according to the child's age and needs.
3. Time Out - This is a short removal from the group or situation in which the child could not follow the limits.

These methods are highly effective when employed consistently. Under normal circumstances, there is no need for other methods to be used in preschool. However, if there is a

problem beyond the scope of these methods, you will be contacted to determine other courses of action to give your child the necessary skills to function successfully in the preschool setting.

PERSONAL PROPERTY. The Center and Administration reserve the right to search lockers, personal handbags, backpacks, student's cars, clothing or persons when deems it necessary to enforce the policies of the Center. In addition, cell phones, MP3 players, IPODS, emails and internet usage can be searched at any time.

ASBESTOS MANAGEMENT PLAN. Our school has conducted an extensive asbestos survey of all our buildings since the beginning of the AHERA law passed in the mid-1980's. It is our responsibility by law to semi-annually update this plan and notify all workers and students of its existence. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district will be taking regarding asbestos containing materials found in our buildings.

This plan is available for inspection at our offices without cost or restriction during normal business hours. If you desire to have a personal copy, please notify the administrative office and it will be supplied to you within five working days.

We have endeavored to make our school a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern. Please contact the school office if you have any questions.

REUNIFICATION LOCATIONS. As part of our emergency plan in the unlikely event of a school-wide emergency, the students at North Campus would go to Laurel Highland Campgrounds and the students at South Campus would go to Millertown Church. Champion Christian School leadership and staff have contingency plans in the event of an emergency. Please contact a staff member for specific information.

XIV. FINANCIAL AID PROGRAM

At Champion Christian School, we are committed to providing a high quality Christian education at affordable costs. We believe that our Financial Aid program helps families achieve that goal.

The first step to applying for Financial Aid is completing an application for enrollment and returning it to the office with your registration fee. This must be done before you apply for financial aid. Although the registration fee is non-refundable, it is pending on financial aid approval.

Once your student is accepted for enrollment or re-enrollment, if you fall under the Federal Hot Lunch Income Limits or the Indian Creek Valley Christian Family & Children's Center Children's Tuition Fund Guidelines you are eligible for financial aid and need to complete an EITC Financial Aid application available in the school offices. The most current Federal Hot Lunch guidelines can be found on the CCS financial aid website, or can be obtained from the office.

Indian Creek Valley Christian Family & Children's Center Children's Tuition Fund Guidelines:

\$50,000 base family income plus \$10,000 for each child

(for example, you are eligible for a grant if you are a family of four
and your income is less than \$ 70,000)

After your application is processed, you will receive a Financial Aid Award Letter that will detail how much aid that you will be receiving. From the date of the award letter you will have two weeks to withdraw your application and have any fees paid refunded.

It is the aim of the Christian Family & Children's Center Board of Directors to make Champion Christian School affordable for families of all incomes. If a family has applied for aid through the CCS Financial Aid Department and receives an award letter that they do not choose to accept, they may approach the Board of Directors through writing about other aid options.

Families should submit a letter to the Board of Directors explaining why they have rejected their financial aid award letter, including any information about extenuating circumstances that may be pertinent to the situation. The board will respond in two weeks. As with award letters, registration fees will be refunded should a family choose to reject this package.

Be assured that all information and correspondence will be held in strict confidence. If you have any questions or concerns regarding our Financial Aid Program, please contact Amanda Wingrove at 724-593-9200 ext.102 or amanda_wingrove@champion.org.

If you qualify you may apply for the Financial Aid program, in which you pay half the tuition and work a job at the Center for the other half. Please contact the office for an application. If your application is accepted, you will meet with the maintenance group supervisor for your job assignment.

If you are receiving Financial Aid, you must report any changes in your family income to the Center immediately.

We are committed to helping families afford tuition at Champion Christian School. Because of the overall demand for financial aid (in order to reach the goal of providing affordable tuition), families receiving financial aid are required to substantially participate in the following: 1) Families must substantially participate in 2 fundraisers; 2) Families are required to come to at least one work day. If a family receiving financial aid fails to uphold to financial aid agreement, part of financial aid package may be revoked.

XV. FEES

SMART TUITION. Parents need to enroll with SMART tuition, who is the Center's tuition management company. First time users need to fill out an application available at the financial office or on the website. This service offers the convenience of 24/7 access to your account online, customer service, online pay, auto pay, credit card payments, and much more.

REGISTRATION FEES. There is an annual registration fee of \$50.00, which is due with the application. This fee will not be refunded unless your child's application would not be accepted. Adjustments to this registration fee will be made when students enroll after the second semester.

MATERIAL FEES. There is also an annual \$50.00 material fee which is assessed for each preschool student. This fee will be used to purchase Christian supplies and other materials in bulk. Students enrolling after the second semester will pay half of the material fee. Material fees paid after July 31 are non-refundable.

PAYMENT OPTIONS.

1. Annual or Semi-Annual Payments: This payment option requires a one or two lump sum amount, due before the first day of school (and January 5th if

applicable). With either of these options there is a \$12.50 per student per year discount. Those receiving financial aid do not qualify for the discount.

2. Nine Monthly Payments: This option allows you to make a monthly payment for nine months. The first payment is due before the first day of school and the remaining payments are due on the 20th business day of each month ending in April. It is important to remember in choosing this option that the total tuition fee is spread over nine equal payments and takes into account holidays. For example, although the Center is closed for Christmas vacation and your child will be in preschool fewer days that month, the payment is still the same as the month before.

Please contact the business office if you would like to make other arrangements.

MAKING PAYMENT. After you have chosen one of the payment options, it will be your responsibility to make payments on time. We encourage families to utilize all of the options that are available on the SMART website, but you can pay at CCS as well. Upon enrollment you will receive a Tuition Worksheet. Please pay by check made payable to CCS if you pay at the office.

PLEASE DO NOT SEND PAYMENTS IN WITH YOUR CHILD!

LATE PAYMENT CHARGE. Any payments received after the due date will be charged an additional \$30.00 late fee for each month the payment is late. There is a one month grace period in which the late fee will be waived when you use the OOPS! coupon on your tuition worksheet. Tuition payments that are 100 calendar days late requires expulsion from the preschool program. Students who have unpaid accounts may not participate in end of year activities.

For more information on tuition and other financial policies, please see the abridged version of our Accounting Policies and Procedures on the internet:
www.champion.org/development/accountingpolicies.htm

If you have any change in information (name, address, phone, etc.), it is important that you notify the Center immediately!

WITHDRAWAL. If for some reason you choose to withdraw your child from preschool, you will be reimbursed for any prepaid tuition for a month in which your child DID NOT ATTEND. If you withdraw your child after the month begins, that month's tuition is not refundable. Once a student is withdrawn, in order for your child to come back to preschool you must reapply.

CHRISTIAN CONCILIATION By enrolling your student in Champion Christian School and signing the financial contract, you are agreeing to abide by the policies and procedures outlined in the parent and student handbooks. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. You may find out more about this process by contacting Peacemaker Ministries at www.hispeace.org or at Peacemaker Ministries, 1537 Ave D, Suite 352, Billings, MT

59102 - (406) 256-1583 You may also get more information from the Financial offices of the Center.

The conciliation process does not apply to payment of tuition disputes or collection procedures. Parents are responsible for all tuition incurred while their student(s) attend CCS, and not fulfilling that responsibility will follow the Center's collection procedure which is available at either office upon request.

XVI. RETENTION OF ENROLLMENT

Students are a part of CCS until such time that they are not a match or feel as though they are not part of the student body. Families should follow the standard enrollment process and make sure they turn in their pre-enrollment forms, pay registration fees on time, and indicate they will be back next year. **Champion Christian Preschool has a rolling enrollment policy and once a completed and signed application for enrollment is on file, it will be considered current and valid until a child is withdrawn. For preschool students returning to our preschool, their program preference needs to be communicated to the Head Preschool Teacher. For preschool students enrolling in our Kindergarten program a new application must be filled out.** Enrollment may be denied on the basis of previous behavior, spiritual state and attitude. This policy will be managed and administered under the supervision of the faculty and administration.

Enrollment of children in Champion Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

XVII. CHAMPION CHRISTIAN SCHOOL

Champion Christian School, committed to academic excellence within a nurturing and distinctly Christian atmosphere, is an option you may want to consider for your child's future education when (s)he graduates from our preschool program. If you like the kind of educational experience and philosophy you found here, why not continue it into elementary school? Talk to your child's teacher to obtain additional information.