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City Tree Christian Preschool, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and a member of the Association of Christian Schools International. We offer infant and preschool programs for children ranging in age from six weeks to five years old along with elementary and middle school from Kindergarten to eighth grade. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

## MISSION

We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible.

We believe...

The Bible provides the perfect foundation to teach the whole child: mind, body, and spirit.

Students should be given opportunities to become eloquent and competent communicators of spoken and written language.

Students should be taught peaceful means to resolve conflicts and interpersonal problems.

Teachers should empower students to become independent thinkers and learners.

Classrooms should be structured in a way that invites students to make choices and manage their own learning.

Parents are partners in education and should be actively involved in school life.

Service to others is a fundamental part of life.

Technological literacy is essential for success in today's world.

Learning is a lifelong process.

Our teachers manifest, by precept and example, the highest Christian virtue. They "...*set an example for the believers in speech, in life, in love, in faith, and in purity*" (I Timothy 4:12), both in and out of the classroom, to pupils, parents, and fellow staff members. Our school strives to nurture students of church and unchurched families. The school curriculum introduces students to a completely God-centered orientation of life, to help them develop a thoroughly Christian and biblical worldview.

## PHILOSOPHY

Children will be provided with educational experiences, loving care, and protection in an accepting Christian environment. Our teachers manifest, by precept and example, the highest Christian virtue and personal decorum. They serve as a role model (I Timothy 4:12), both in and out of school, to pupils (Luke 6:40) and as an example to parents and fellow staff members in respect, judgment, and Christian living. The school curriculum introduces children to a Christian way of living and playing together, interpreted through the teachings of Jesus Christ. Children will learn to think of their world as given by God because of His perfect love for them.

Realizing that each child comes to school with a unique set of experiences, the curriculum addresses their individual developmental needs and enhances their awareness of God's love for them. Play is an integral part of the classroom, encompassing all the child's learning

activities.

Our curriculum nurtures children of church and unchurched families. It is our expectation that families with children enrolled at City Tree Christian School share certain values and standards which define and impose proper behavior that is required of all students. For example: no foul or abusive language, or aggressive/ intimidating actions toward others. We also expect parents to model these same behaviors in their interactions with all the staff and children at City Tree.

## **GOALS-DAILY PROGRAM**

The staff at City Tree has the following goals to help your child meet his/her spiritual, cognitive, physical, social, and emotional needs:

1. To help your child feel happy and secure in the first step away from home.
2. To assist your child in becoming independent and self-confident, as well as a competent group member.
3. To teach your child acceptable social behavior and manners
4. To stimulate your child's curiosity and creative powers
5. To inspire in your child a desire to explore his/her environment
6. To produce in your child academic achievement with high moral values
7. To nurture in your child knowledge and love of God

These goals are attained through our daily program, which includes the following:

- Indoor and outdoor play
- Experiences with numbers, mathematical concepts, and pre-reading skills, as well as creative movement, fine and gross motor development, arts, music and drama. Older preschool students are also introduced to technology through use of tablets in the classroom
- Love of God, family, country and the acceptance of the uniqueness of each individual
- Snack, rest and toilet times
- Field trip experiences and neighborhood walks, expanding the classroom into the community
- Music classes for all Preschool students
- Optional/extra fee services include Playball, dance, and piano.

## **PREPARATION FOR SCHOOL**

Entering school is a big step for both the child and parent(s). Children may react in different ways. If your child cries or clings, do not be upset but be calm and reassuring. Sit with your child until he/she is more confident or interested in the other children or activities. When children do cry, they rarely continue after the parent leaves.

When the first excitement wears off some children experience a delayed reaction to the separation, and there may be some temporary tears, fussiness, or hesitancy. The simple statement, "This is the day you go to school; you'll stay home Saturday" is usually more effective than pleading or arguing. At the same time you can be observant to see if there is a reason your child is reluctant to stay -- is your child tired, too rushed, coming down with a cold, jealous of a sibling, afraid of missing something at home, or upset about a school friend or situation. Please feel free to talk to the teachers about your concerns.

Talk about school. Help your child know that going to school is a wonderful part of growing up. Be confident that this is a good place for your child to be, as your child will take his/her cues from you. Do not talk about what you are going to do while your child is at school -- your child might want to do it with you or might feel you are anxious to get rid of him/her. Be

glad to see him/her after school and enjoy any happenings, lessons, songs, etc. that he/she may share with you.

Don't believe everything you hear about what goes on at school (and we promise not to believe everything your child says goes on at home!). If you do wonder about some statements, ask the teachers and they can usually clarify or interpret the situation.

On school days make sure your child gets up early enough to get dressed and eat breakfast without being rushed, stressed or strained. A relaxed child will have a better day at school, and your day will be better, too.



## ADMISSIONS POLICY

# CITY TREE CHRISTIAN SCHOOL

## STEPS FOR ADMISSIONS

### Step 1:

**Review the school website** and note any questions you may have.

### Step 2:

**Tour the school!** Contact the school office to schedule an appointment for a tour:

- Call (619) 232-3794
- E-mail [office@citytree.org](mailto:office@citytree.org)
- OR Complete the inquiry form online and we will contact you

### Step 3:

**Complete online application** on our website under the Admission tab and follow the steps below:

- Submit completed application and application fee of \$25 online (all)
- Submit the following information by uploading online or bringing directly to the school:
  - **Current/Previous Report Cards:** 2 previous years for entering gr. 2-8 & 1 previous year for entering gr. 1
  - **Standardized Test Scores:** 2 previous years for gr. 1-8, if tests were administered
  - **Diagnostic or Psychological Evaluation Results:** IEP, 504 plan, or other if applicable
  - **Middle School Student Response Form:** All gr. 6-8 students new to City Tree must complete

### Step 4:

**K-8 Assessment or Preschool Visit!** Upon City Tree's receipt of online application we will contact you to arrange one of the following:

- **Preschool families:** A classroom visit will be scheduled.
- **K-5 students:** Entrance assessment test and family appointment will be scheduled. A non-refundable fee of \$50 due at the time of testing.
- **6th-8th grade students:** Entrance assessment test, family appointment, and student interview will be scheduled. A non-refundable fee of \$50 is due at the time of testing.

### Step 5:

**Admission Notification:** All families will be notified as soon as possible of the school's admission decision via e-mail.

### Step 6:

**Complete Online Enrollment:** Upon receiving admission notification, parents enroll student online using RenWeb

Parents Web. Directions will be emailed to parents. In addition to the online enrollment forms the following must also be either uploaded or submitted to the office:

- Registration payment submitted to office
- Copy of birth certificate
- Copy of immunization record with all immunizations up to date
- Physician's Report form completed by child's doctor (infants/preschool only)

City Tree Christian School offers two separate programs for children ranging in age from six weeks up to Kindergarten. Children ages 6 weeks to 24 months are eligible for the infant program. Once they have reached 2 years of age they are eligible for the preschool program serving children age 2 to 5 years old. Children are accepted on a non-discriminatory basis. Although our student body exhibits a range of talents and academic abilities, City Tree Christian School does not have special educational programs for children with severe developmental, learning, emotional, behavioral, or physical handicaps. Our low teacher to child ratios allows for personal attention, but does not provide special education students the class size or services that they might require. If we find that we cannot meet a child's needs, we reserve the right to request that the child be removed from the school.

First priority in enrollment will be given to returning students and their siblings in good standing with CTCS. Vacancies will then be offered to those who have completed an application according to the date the application was received by the City Tree office and the child's fit with the overall mission of the school. A reasonable balance of ages and sexes of children is also taken into consideration when accepting students to the school and assigning them to a classroom. Once admitted, a student is given a two week probationary status which allows for appropriate adjustment to the class.

Parents are required to complete all registration paperwork including but not limited to the following documents:

Admission Agreement

Notification of Parents' Rights Form (LIC 995)

Personal Rights Form (LIC 613A)

Identification and Emergency Information (included on registration application)

Consent for Emergency Medical Treatment (included on Student Medical Information)

Child's Preadmission Health History (Included on Student Medical Information)

Physician's Report (LIC 701) – medical assessment required, TB Test

Immunization Records

Needs and Services Plan (infants ONLY)

## **STARTING KINDERGARTEN**

Students entering City Tree Christian School's kindergarten must be 5 on or before September 1 of that school year.

Children progress, mature, and develop differently. Sometimes it is in the best interest of the child, even though they may meet age requirements, to delay a year in starting kindergarten. During the Pre-K year (for CTCS Preschool students), parents and teachers will be in regular communication about a child's readiness. Checklists and tests are available should further information be needed to make a decision about a child's readiness for kindergarten. The teachers and administration will determine if a child exhibits readiness.

City Tree also offers a challenging preschool program for our students who have not yet been admitted to Kindergarten, but are older or more mature and showing signs of kindergarten readiness.

## **FIRST PRESBYTERIAN CHURCH**

First Presbyterian Church of San Diego invites you and your family to join with us if you do not already have a church home. Our desire is to help people grow in Christ. Visit [www.fpcsd.org](http://www.fpcsd.org) for detailed information about the church and its programs. The church has many ministries, but perhaps the best place to start is with church worship services and small groups. Listed here are just a few ways to connect to the church:

### **5:00PM Saturday Worship Service, Jazz**

Each Saturday evening at 5:00pm First Presbyterian invites you to join us to worship in the Chapel. Enter on 4th Avenue. The music, which begins at 4:30pm, is jazz and blues inspired, mixing in renditions of traditional hymns, spirituals and gospels.

### **8:30AM Sunday Worship Service, Contemporary Music**

Informal atmosphere with praise band that meets in the main sanctuary, students (K-5<sup>th</sup>) may leave for a separate Kidz Worship part way through the worship service.

### **9:45AM Sunday School**

*Adults:* A variety of classes are offered exploring different aspects of the Bible or Christian life.

*Students:* A variety of classes are offered for all ages (infant to high school). There is a great time of worship and singing as a group followed by age specific classroom study. There is also a strong memory verse program that many students enjoy participating in. K-5<sup>th</sup> grade classes meet in the Geneva Room. Sixth grade - high school age meet in room 307. Preschool students go to Room 105.

### **11:00AM Sunday Worship Service, Traditional Music**

This is a more traditional service also held in the main sanctuary with the Westminster choir. Students (K-5<sup>th</sup>) may leave for a separate Kidz Worship part way through the worship service.

### **Sunday Nursery/Preschool Room**

The nursery, for infants, age 0 – 2 years old, provides a safe and loving environment for our youngest children between the hours of 8:15am until the conclusion of the 11:00am worship service. The nursery is located on the 1<sup>st</sup> floor of City Tree in room 105. There is also a special program for preschoolers (ages 3-5) during both worship services. The preschool children also meet in Room 105 on the 1<sup>st</sup> floor of the City Tree building.

### **Sunday, Nursing Moms**

There is a private room for nursing mothers with a TV monitor for watching the service. This room for moms and their infants is located behind the main sanctuary, ask a greeter for direction once you enter the church.

### **Youth Group**

The church youth group offers a wonderful time of fun and fellowship on Sunday mornings, each Wednesday evening, and various small groups throughout the week for youth in grades 6-12. City Tree students in grade 6-8 are welcome and encouraged to attend. Detailed information will be given to students in September for the new school year. Please call (619) 232-7513 or e-mail Peggy Gross at [peggy.gross@fpcsd.org](mailto:peggy.gross@fpcsd.org) for more information.

### **Wednesday Night**

Wednesday nights are a great time for families. At 5:30pm, we gather for music and dinner followed by adult small group Bible studies and book studies. There are special activities for adults, children and youth. Everything ends by 7:15pm. City Tree families are most welcome and it is a great way to connect with other parents and grow in your faith. Detailed information will be posted around the school, on our website, and in our weekly email updates.

## SCHOOL OFFICE

### Hours

The school office is open between the hours of 7:30am-4:00pm. You may reach us by telephone (619)232-3794, fax (619)232-2447, or via email at [office@citytree.org](mailto:office@citytree.org). Due to varying schedules, if you wish to speak to the Principal, Middle School Director, or Preschool Director, it is best to make an appointment in advance. Items that need to be dropped off to the office before or after office hours can either be given to a teacher to bring to the office or placed under the door if no one is available to receive them.

### Office Protocol

- The school office is a very busy place! Please be patient with the staff as we try to help each person who comes in for assistance.
- Parents and students may enter the office only through the front door. The back office is reserved for use by staff only. Parents needing access to the back office must request permission before going into the back.
- Please drop off all medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school premises. If your child is in middle school, medication must still be dropped off in the office by the parent even though students sign themselves in.
- The staff is happy to make photocopies of anything related to school business. Please do not ask us to make photocopies of a personal nature.
- The large photocopiers in the back office are only to be used by parent volunteers and staff who have had training on the use of these machines.
- If you would like something given to a teacher or placed in a teacher's mailbox, please drop it off at the front desk and we will deliver it to the teacher.
- Please keep your voice down and take all personal conversations outside the office.

## SCHOOL SCHEDULE

Infants to age 24 months are eligible to attend class from 7:45am to 5:15pm. Parents have a 15 minute buffer in the morning and evening without charge, should you have traffic issues. There are no additional hour of care options for the infant program.

Preschool children (ages 2 – 5 years old) enrolled for a regular day should arrive between 8:15 and 8:30am and be picked up by 3:00pm. Before school care is available beginning at 6:45am each morning after care is provided until 6:00pm. Additional before school care options and after school options are available. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out a "Billing Status Change Form".

In addition to the usual national holidays, school will be closed one week prior to the opening of the school year in August, one week at Thanksgiving, two weeks at Christmas, one week at Easter, plus one Staff Development day in March & three in late June. Please refer to the specific vacation/event schedule for the school year for specific dates.

## SIGN-IN/SIGN-OUT SHEETS

Community Care Licensing requires that all infants and preschool children be signed in and out daily by an adult. These sheets are legal documents and a vital school record; they become especially important when accounting for children during a fire or earthquake. Full signatures, exact drop-off and pick-up times, and clearly written emergency contact phone numbers for that particular day are necessary on the sheet. Please sign your full name (not “mom” or “dad”). Before school, and during the school day, sign-in sheets are located on clipboards in the area where your child is. Please make a point of greeting the teacher before leaving.

Sign out when picking up your child. If you would like to give permission to someone not on your designated pick-up list to pick up your child, please come to the school office, complete a Temporary Authorization Form, and place it on your child’s clipboard (or download a form from our website and fax or email it to the school office). The child cannot be released to anyone not listed on the RenWeb pick-up list or Temporary Authorization. **No exceptions.** If you are not going to be able to pick up your child, please make sure that the person designated to pick the child up is on your list. Changes/additions to this list must be made on RenWeb using your parent account.

## PARKING

Parents may park along the curb in front of the school entrance using the 15-minute zone. Please note that the time limit is strictly enforced and tickets are frequently issued for uncurbed wheels. Parents may also park in the following three First Presbyterian Church parking lots: the narrow lot directly across the street from the school entrance, the large lot on the southwest corner of 3rd and Elm, and the large lot on the northeast corner of 3rd and Elm. Please do not use the reserved spaces. Do not park in the small lot adjacent to the school as it belongs to our neighboring businesses; you will be towed. If you are planning to stay to visit the school for an extended period of time, please put a note on your windshield saying you are at City Tree School. You may not park in our lot for the entire day, as it is needed for other church events (funerals, etc.). Please do not double park when dropping off your child.

## CROSSWALK

All families are **required to use the crosswalk** located at the corner of 3<sup>rd</sup> Avenue and Elm St. any time parking is not available in front of the school. We have utmost concern for your child’s safety and wish to prevent any unsafe incidents that may occur as a result of crossing in the middle of the block. It is often difficult to see small children walking between cars that are parked in front of the school. Please take this opportunity to teach by example, even if you feel this precaution is unnecessary.

## ANIMALS

Animals are not allowed in the school building or playgrounds without prior approval of teaching/administrative staff for educational purposes. This includes animals that are restrained or contained and is for the health and safety of our students and staff. Animals should be left at home, in your car with an adult, or far away from the busy school entrance.

## SECURITY PRECAUTIONS

The safety of each student at City Tree is of paramount concern. Please help to make our building safe by remembering to “BE RUDE”. Don’t hold the door open for someone that you don’t know. The third floor yellow door is an “exit only” door. Do not allow anyone to enter this door while you exit. As you enter and leave the building please make sure the door closes securely behind you. If your student is in Middle School, please remind him/her consistently

about this rule.

There are two ways to access the City Tree main doors:

**Using your code:**

On the black box located to the right of each set of double doors, press the “start” button, enter your six digit code, then press “end”. Pull the door open after you hear a click. Please remember the digital numbers will always scramble themselves on the grid and you have only a limited amount of time to enter your code. If your code will not work, use the buzzer and notify the office so we can solve the problem. *NOTE:* Your code only works during the hours that you are contracted. If your code does not work, please check the time to be sure that you are not trying to enter the building before your contracted drop off time.

**Using the buzzer:**

Briefly press the lit button located to the left of the double door. Wait for someone from the office to buzz you in or to speak to you. When speaking, identify yourself loudly and clearly. Do not hold the buzzer while speaking. Please instruct your child not to press the buzzer randomly. Please do not use the buzzer outside the main office door if your code is working.

If you are new to the school and have not chosen a code or you have forgotten your code, please come see us in the school office.

## **EMERGENCY INFORMATION**

### **Emergency Documentation**

Emergency medical forms including physician, contact, and insurance information, are required for all students in order to attend City Tree. It is the parent’s responsibility to keep the school informed so that names, addresses, and phone numbers on the student’s application and medical forms are kept up to date.

Parents can update all information via ParentsWeb. Contact the school office if you need assistance or do not see your changes saving.

### **Emergencies**

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent will be called immediately. If the parent cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

1. Attempt to contact person listed on the sign-in sheet. (Grades K-5)
2. Attempt to contact emergency contact listed on student data form.
3. Attempt to contact the student’s physician.
4. Have the student transported to the most appropriate emergency medical center.

## **FIRE, EARTHQUAKE, AND LOCKDOWN PROCEDURES**

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3<sup>rd</sup> Ave. and Elm St. Each classroom is equipped with an earthquake/emergency backpack. Evacuation exit routes are posted in each room. Parents are urged to make emergency plans which include making arrangements to pick up students as soon as it is safe to do so.

## TERMS OF ENROLLMENT

Infant and preschool yearly enrollment fees are based on a twelve month contract. **Withdrawal from school requires written notice, given to the office 4 weeks in advance of the planned withdrawal. Tuition will be due for the 4-week notice period regardless of whether the student attends school. Tuition will also not be prorated for partial month of enrollment, full month will be due. Paid in full account refunds are subject to a \$30 processing fee and void of 5% discount. Annual registration fees are non-refundable.**

## TUITION PAYMENT POLICY

1. Tuition for enrollment and attendance at City Tree Christian School (CTCS), and, if desired, extended childcare, is charged as an annual fee. Full tuition and any extended care may both be paid in advance, and a discount of 5% will be given for full tuition and any extended care paid by July 6, 2018. Both tuition and any extended care must be paid in full in order to receive the 5% discount. Payment of Tuition and any extended care may also be divided into twelve (12) equal monthly installments for infant & preschool students (payable August-July), or ten (10) equal monthly installments for elementary and middle school students (payable August-May). The opportunity to make installment payments of Tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay Tuition in installments, the parent/guardian is obligated to pay the full annual Tuition sum. When the choice is made to pay Tuition in installments the installments are payable regardless of holidays and vacations. Also, tuition payments are non-refundable, even though the student may be absent from school.
2. Tuition payments should be made using one of the following methods:
  - Electronic Funds Transfer is available and encouraged. **Authorization Agreement Form** for pre-authorized agreements can be obtained from the school office.
  - Checks (made payable to "City Tree Christian School") should be deposited in the drop box outside the school office.
  - Checks may be mailed to the school, but must be **received** by the due date.
  - Cash payments must be made in the school office. The drop box may not be used for cash.
  - Credit Cards are accepted through school website (Please note: A convenience fee is applied to online transactions).
3. All installment Tuition payments are due and payable on the **1<sup>st</sup>** of each month regardless of whether or not a tuition statement has been received by the parent and:
  - A \$30.00 late charge will be added on the **5<sup>th</sup>** of each month to each payment not received. Payment must be received before the **5<sup>th</sup>** to avoid the late charge.
  - If payment is not received by the **15<sup>th</sup>** of any given month the student **will be suspended** from school until the balance is paid.
4. If the student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.
5. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.
6. After a second returned check, all future payments must be made using cash or money order.
7. Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.
8. Financial adjustments **will not** be made for illness, scheduled holidays or family vacations.
9. The Registration Fee is **non-refundable** and is not applied toward Tuition.
10. Partial refunds **may** be given for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade trip costs (activity fees) not yet incurred if the student is unable to attend one or more scheduled trips. Availability of refund is based on

agreements between school and student travel destinations, and subject to the discretion of administration.

11. Accounts must be kept current to maintain priority registration status for the following school year.
12. Withdrawal from School – Withdrawal date must always be the last school day of the month. Tuition will not be prorated for partial month of enrollment or holidays. **In addition, we require at least a 4 week written notice be given to the school office in advance of the planned withdrawal.** Withdrawal forms are available in the school office. Tuition will be due for the period regardless of whether the student attends school. Paid in full accounts: refunds are subject to a \$30 processing fee and void of 5% discount.
13. Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. **The school closes at 6:00pm.** In the event that the parent/guardian has not picked the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

***Note: In cases where parents are divorced or separated and are individually responsible for a portion of the tuition bill, each parent must sign this document.***

## RECEIPT FOR PAYMENT

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. Your monthly statement contains all the information that you will need (taxpayer identification number, payments made, dates of care, etc.) and also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for childcare costs for either tax or reimbursement purposes.

If you need a one-time only receipt, or a copy of a receipt, we ask that you give us 5 working days notice to generate this receipt and return it to you. Due to a small staff and limited time, hand-written receipts will be generated only for cash payments. If the receipt that CTCS provides does not meet the requirements that your reimbursement plan mandates, we will be happy to sign any pre-printed form that accurately reflects your payment status.

We are happy to meet the requests of providing additional copies of misplaced billing statements and will provide needed items once. But, if we receive multiple requests for the same item, a \$10 service charge will be applied on to your next tuition bill.

## PAYMENT DROP BOXES

- Tuition payments should be placed in the white Tuition Drop Box just outside the school office, to the right as you enter the door.
- Cash tuition payments should be made in person in the school office during office hours.
- Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mail boxes located on the wall to the left as you are facing the school office.
- Fees for school, class, or PTO events are either collected by the teacher or in the payment mail boxes in the 2<sup>nd</sup> floor hallway outside the school office.

## AFTER-HOURS CHARGES/ADDITIONAL HOURS OF CARE

Additional hours of care (past your contracted pick-up time) may be purchased at the rate of \$5.00/hour on a **space available basis**. No partial hours are available. This care must be arranged in advance by calling the school office **no later than 1:00pm** on the day needed. Payment should be made at the time of pick-up or beforehand.

Parents who pick-up their students after their contracted pick-up time (3:00pm, 5:15pm, 6:00pm) will be assessed after-hours charges at the rate of \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. If charges are not paid at

the time of pick-up, they will be added to the student's account, will be due at the next scheduled tuition payment.

Students habitually picked up late may be excluded from the after school care program. In consideration of our staff members please do not leave your child after our 6:00PM closing time.

## 2018-2019 VACATIONS AND HOLIDAY SCHEDULE

Monday, September 3 .....	Labor Day
Monday, November 12 .....	Veterans' Day Observance
Mon., Nov 19 & Tues., Nov 20 .....	No Infants, Preschool, or K-8 Students, Staff Development Days
Wednesday, November 21 - Friday, November 23 .....	Thanksgiving Vacation
Monday, December 24 – Friday, January 4 .....	Christmas Vacation
<i>We will close at 6:00 pm on <u>Friday</u>, December 21, 2018 and reopen on <u>Monday</u>, January 7, 2019</i>	
Monday, January 21 .....	Martin Luther King, Jr. Day
Friday, February 15 & Monday, February 18 .....	Presidents' Day Observance
Friday, March 29 .....	No Infants, Preschool, K-8 Students, Staff Development Day
Monday, April 15 - Friday, April 19 (Easter is April 21) .....	Easter Break
Monday, May 27 .....	Memorial Day
Tuesday, June 11 .....	Last Day of K-8 Academic Program
Wednesday, June 12 – Friday, June 14 .....	No Students, Teacher Preparation Days
Thursday, July 4 .....	Independence Day
Monday, August 19- Friday, August 23 .....	Teacher Preparation Week - No School

### IMPORTANT SCHOOL DATES

Monday, August 27, 2018	First Semester/First Quarter Begins
Monday, October 29, 2018	Second Quarter Begins
Tuesday, January 22, 2019	Second Semester/Third Quarter Begins
Monday, April 1, 2019	Fourth Quarter Begins
Tuesday, June 11, 2019	Last Day of Academic Year (K-8th)
Monday, June 17, 2019	Preschool Continues/Summer Camps Begin
Friday, August 16, 2019	Last Day of Preschool
Monday, August 26, 2019	First Day of 2019-2020 Academic Year

*Preschool is a year-round program, beginning August 27, 2018 and ending August 16, 2019.  
K-8 grade is a traditional calendar beginning August 27, 2018 and ending June 11, 2019.*

## 2018-2019 CITY TREE CHRISTIAN SCHOOL SCHEDULE OF EVENTS

DATE	EVENT	TIME	ROOM
Fri. 8/24/2018	<b>Back to School Morning (All School)</b>	7:45AM-9:30AM	West Room & Assembly Room
Thurs. 9/6/18	<b>Back to School Night &amp; Pizza (All School)</b>	4:30PM-7:15PM	Classrooms, Chapel, & Dining Room
Fri. 10/5/18	<b>Grandparents' Day (Preschool)</b>	3:00PM-4:00PM	Classrooms
Sun. 10/7/18	<b>City Tree Sunday (All School)</b>	8:00AM-10:45AM	Sanctuary
Fri. 10/26/18	<b>Fall Festival (All School)</b>	4:30PM-7:30PM	Patio, Dining Room
Mon. 11/16/18	<b>Thanksgiving Feast (Preschool)</b>	11:00AM-12:00PM	Dining Room
Fri. 12/7/18	<b>Coronado Christmas Parade City Tree Falcons Band</b>	5:00PM-9:00PM	Coronado Island <i>Pending approval</i>
Thurs. 12/20/18	<b>All School Christmas Program, Dinner &amp; Art Show (All School)</b>	5:00PM-7:00PM	Sanctuary, Dining Room
Thurs. 1/24/19	<b>Science Fair (All School)</b>	3:30PM-5:15PM	Dining Room
Sat. 3/9/2019	<b>PTO Gala Dinner &amp; Auction (All Adults)</b>	5:30PM-10:30PM	Liberty Station
Thurs. 3/28/19	<b>Multicultural Fair (All School)</b>	3:15PM-5:30PM	Classrooms, Dining Room
4/8 – 4/12/19	<b>Week of the Young Child (Preschool)</b>	Daily	Classrooms, Playground
Fri. 5/10/19	<b>Mother's Day Tea (Preschool)</b>	3:00PM-4:00PM	Dining Room
Thurs. 5/30/19	<b>Spring Music Program, Dinner &amp; Art Show (Grades K-8)</b>	4:00PM-6:00PM	On-site Space TBD, Dining Room
Fri. 6/7/19	<b>Father/Child Ice Cream Social (Preschool)</b>	3:00PM-4:00PM	Dining Room
Mon. 6/10/19	<b>Preschool Promotion (For students entering Kindergarten in the fall)</b>	3:00PM-4:00PM	Chapel, Geneva Room
Tues. 6/11/19	<b>Awards Assembly (Grades 1-8) K-8 Classes dismissed at 12:00pm</b>	11:00AM-12:00PM	Sanctuary
Tues. 6/11/19	<b>8<sup>th</sup> Grade Graduation</b>	1:00PM-2:00PM	Sanctuary

## 2018-2019 PARENT TEACHER ORGANIZATION SPONSORED PROGRAMS/ACTIVITIES

Event	Date
<b>PTO Forum 2018-2019</b>	
First Meeting of the year is Thursday, September 13, Geneva Room, 5:15-6:00pm Future meetings will be posted in the email update.	
<b>Cherrydale Gift Wrap Sales</b>	<b>August 27-September 21, 2018</b>
Students and families sell gift wrap and gifts. Monies raised through sales fund many PTO activities. Order forms are put in students' back-to-school folders. Turn in orders to classrooms or office. Pick-up orders in Geneva Room. Please contact Peter Tucker, 619-464-0117, ( <a href="mailto:tuckerp87@gmail.com">tuckerp87@gmail.com</a> ).	
<b>Fall Festival</b>	<b>October 26</b>
A fun family event for all! Enjoy lots of food, games, and get a preview of the Scholastic Book Fair, all while raising funds for enhancing school programs. Many volunteers are needed for this event. Please contact Sue Kennedy ( <a href="mailto:sue.kennedy@citytree.org">sue.kennedy@citytree.org</a> ) if you would like to coordinate this event.	
<b>Book Fair</b>	<b>October 26 &amp; October 29-November 2</b>
PTO promotes literacy by sponsoring a Book Fair. Books for all ages are available for purchase in the Geneva Room after school each day. Our school also benefits by gaining additional books for classrooms and library. To be held after school each day from 3:30 – 6:00pm. Contact Bill and Karen Baker.	
<b>Ladle Christmas Gifts</b>	<b>December 3-14</b>
Children learn the gift of giving by collecting and/or purchasing toiletries and other small items to give to homeless people who attend the church's Ladle Ministry. Look for more details in late-November. If you would like to assist with Card Making Activities on December 6 contact Jennifer McCain ( <a href="mailto:jenanddougmcain@aol.com">jenanddougmcain@aol.com</a> ).	
<b>Christmas Shop</b>	<b>December 13-14 &amp; December 17-18</b>
PTO sponsors a special Christmas shop for children to purchase inexpensive gifts for their family members. Children attend the shop during the school day with their class. The shop is also open at times parents can take their children. Contact Karen Baker ( <a href="mailto:kbaker3527@gmail.com">kbaker3527@gmail.com</a> ) to assist.	
<b>Classroom Gift Tree</b>	<b>December 3-20</b>
Look for a paper tree outside your child's classroom laden with paper ornaments listing gift ideas. These are special items that you may want to purchase as a gift for your child's classroom. Bring the wrapped gift to class during the week of December 17. Contact Sue Kennedy ( <a href="mailto:sue.kennedy@citytree.org">sue.kennedy@citytree.org</a> ) if you would like to coordinate this event.	
<b>Teacher Appreciation Luncheon</b>	<b>January 17, 2019</b>
The PTO organizes a lunch for the City Tree Staff to show our appreciation for all their hard work throughout the year. For volunteer opportunities, please contact Dan & Lavonne Crawford, 619-225-1915 ( <a href="mailto:lavonne@adorations.com">lavonne@adorations.com</a> ).	
<b>African American History Month Assembly</b>	<b>February 7, 2019</b>
The PTO plans and organizes this special event in honor of African American History month that celebrates the history, culture, and literature of African Americans. Contact Casenae Owens to help ( <a href="mailto:casenae.owens@yahoo.com">casenae.owens@yahoo.com</a> ).	
<b>Gala Event</b>	<b>March 9, 2019 Liberty Station</b>
The PTO's largest fundraising event! A night out without the kids, you can take part in an evening of dining and dancing, with many opportunities to participate in the auctions and raffle for fantastic prizes. We are still in need of a parent coordinator for this event. Please contact Sue Kennedy, <a href="mailto:sue.kennedy@citytree.org">sue.kennedy@citytree.org</a> if you would like to coordinate this event.	
<b>Yearbook</b>	<b>Year round</b>
Parent volunteers are needed to help on the Yearbook committee. Throughout the year as you attend field trips, classroom activities, and other events at City Tree take photographs and then give copies to the yearbook committee. Don't forget to purchase a yearbook! We are still in need of a parent coordinator for this event. Please contact Sue Kennedy, <a href="mailto:sue.kennedy@citytree.org">sue.kennedy@citytree.org</a> if you would like to coordinate this event.	
<b>Birthday Book Club</b>	<b>Year round</b>
Donate a book to the City Tree library in honor of your child's birthday. Bring the book wrapped as a gift to your child's classroom. After your child's teacher shares the book with his/her class it will be donated to the school library with a special bookplate acknowledging your child's special day. Contact Wassila Almeida-Cabral ( <a href="mailto:wassila.california@gmail.com">wassila.california@gmail.com</a> ) for more details.	

## WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS

### Scrip Gift Card Orders

Ordering gift cards through City Tree is a great way to support our school and earn a rebate on your child's tuition. Use these cards, from all of your favorite retailers, to make regular purchases (gas, groceries, coffee, gifts, etc.) and our school gets a percentage from every card. Even better, 50% of what you earn for City Tree is set aside in an account to go towards your child's tuition for the following school year, when you purchase at least \$3000 worth of gift cards during the current school year. Purchase gift cards online at [www.shopwithscrip.com](http://www.shopwithscrip.com) and enter our school code 8ACE8B2D32415 OR use a printed order form (online or at school) and turn into the office. Contact [mandietyink@citytree.org](mailto:mandietyink@citytree.org) with questions.

### Ralph's Community Rewards Card

City Tree earns a percentage each time you shop at Ralphs. To sign up:

1. Go to [www.ralphs.com](http://www.ralphs.com)
2. Find "Community" at the bottom of the page
3. Scroll down and click on "Community Contributors"
4. Scroll down to "Enroll"
5. Follow the remaining easy steps to enroll. Once you register you need to click on "Community Rewards" and identify City Tree Christian School as the organization

### Amazon Smile

If you shop on Amazon, please go through Amazon Smile at [www.amazon.com](http://www.amazon.com) and identify First Presbyterian Church of San Diego as your charity. City Tree Christian School will receive all the donations! Once you are registered, every time you need something from Amazon, go through the Amazon Smile "front door" and City Tree will earn a percentage. City Tree earns a percentage on every purchase, but it costs you nothing!

### Box Tops for Education

Cut off Box tops for Education found on General Mills and Betty Crocker Products. Turn them into the collection containers at the school.

### United Way

Designate City Tree (#9820) when making contributions through your employer.

## **DISCIPLINE POLICY**

Infants and preschoolers are learning about their environment, listening, following directions, and how to treat others. They begin to take some responsibility for themselves as well as toys and materials. Teachers give guidance, structure, love, and correction. This discipline is most often provided through gentle words of redirection, a short discussion that helps a child to understand, or removing a child from an activity until he/she can regain control and begin to move forward in a positive direction. We also involve children in problem solving. Corporal punishment of any type is strictly prohibited. Confinement to cribs, high chairs, playpens or other similar furniture or equipment shall not be permitted as a form of discipline.

If a child is consistently a physical danger to other children or teachers (biting, hitting, pinching, throwing toys and/or furniture), the following will occur:

1. We will notify the parent(s) that a problem exists and ask for input.
2. If the behavior continues, depending on the behavior, parents will be called for a conference or to pick-up the child.
3. Parents may be asked to seek outside help by a pre-determined date and the results shared and evaluated with the teacher and directors.
4. The school and parent will establish a program for dealing with the behavior, based upon the above results.
5. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, the child will be asked to leave the school.
6. If the pre-determined date passes with no progress made toward seeking outside help, the child will be asked to leave the school.

## **ABSENCE POLICY**

Please call to report the first day of a child's absence. Report contagious diseases immediately so that we can inform other families. Make a point of notifying your child's teacher when he/she will be away from school for a family trip or special event.

## **ILLNESS POLICY**

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend school while symptoms persist.

CTCS provides an isolated resting place in the office for students who become ill during the day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called.

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever of 100F or higher within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical well-being.
7. Flushed face, listlessness, headache, lack of appetite

8. Any behavior signs that are out of the ordinary for your child

**Children sent home with fever, vomiting, or diarrhea will not be allowed to return to school the next day. If you send your child to school the day after they were sent home for any of the above listed symptoms, you will be called to return to school and take your child home.**

Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and Prevention are followed, and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the look out for symptoms and get their child prompt medical attention.

## **INCIDENTAL MEDICAL SERVICES POLICY**

City Tree Christian School (CTCS) bears the responsibility of some incidental medical services provided for students in our care such as the handling of prescription and non-prescription

medications and providing other care as outlined in the section below. We reserve the right to accommodate and provide this care on a case by case basis depending on the availability of staff,

resources and nature of medical service. Teachers and staff will call parents and/or 911 whenever an incident is a life-threatening emergency or requires immediate medical attention.

In the event that a student should need any of these specific health-related services provided by CTCS staff during school hours, the following guidelines must be followed as specified here.

### **1. Types of Services Provided**

#### **Prescription Medications**

While students are not permitted to attend classes with any contagious condition, there may be instances where it is acceptable to have prescription medication on campus for a specific child. This can include allergy medication, antibiotics, breathing treatments and EpiPens. Because every child and their needs are different, we will consider every medication administration on a case by case basis to ensure that staffing ratios and the daily routine of the classroom will not be affected.

- Inhaled Medications

Breathing treatments, nebulizers, inhalers or any other form of inhaled medications require a Medicine Authorization form to be signed and turned into the office along with the medication. This form requires signature of student's parent with written instructions including dose, medication, expiration date and side effects, and must include original prescription label. Additionally, a LIC 9166 form (Nebulizer Care Consent/Verification) must list any authorized representative who may administer inhaled medications. All forms must be stored in the secure cabinet in the main office with medication. Lastly, a Medical Notification form will be sent home anytime any inhaled medication is administered, even if it is a preventative measure.

- EpiPen and EpiPen Jr.

For students with known allergies, an EpiPen may be kept on campus in a secure medical cabinet in case of exposure/reaction. An up-to-date allergy list will be posted in each classroom and will denote any students with allergies that may require the use of an EpiPen. In the event of an allergic reaction, teacher or administrator may administer EpiPen to student

providing that there is a Medicine Authorization form giving written instructions and authorization. 911 and parents will be called immediately following the use of an EpiPen.

Community Care Licensing will be notified within 24 hours of the use of an epi-pen by calling the CCLD Duty Officer at 619-767-2248 to report the incident and an Unusual Incident Report will be filed with the CCLD Division within seven days of the incident. A Medical Notification form will be sent home any time precautions are taken in regards to an allergen exposure, including but not limited to, the use of an EpiPen.

## **2. Records, Storage and Transportation Requirements**

Each student requiring the availability of specific prescription by the recommendation of the child's physician or OTC medications, must have a Medicine Authorization Form completed by their parent/guardian. This form provides the name of the medication, method of administration, dosage and approximate time of day for administration, expiration date and side effects. This form also serves as written authorization from the parent/guardian. Medication should not be placed in students cubby, backpack or on his person, but MUST be turned into the office with a completed Medicine Authorization form. The office attendant will place the form and medication in a labeled student file in the secure medication cabinet in the main office. Student medication will not be taken off campus except by the student's parent/guardian or in the event of a school emergency, emergency drill, or field trip that would require the child be off campus for a school related function. In the event of a school emergency or emergency drill, medication and Medicine Authorization Forms are added to the

emergency backpack that is taken off campus by office personnel who meet at the designated emergency location with students. In the event of a field trip, the teacher will get medication and the Medication Authorization Form from the office to transport in the teacher's bag during the off campus school function. All medication will be checked back into the office following any off campus function and be stored in the secure medication cabinet in the main office. Each form expires when the medication expires or the academic school year ends, whichever comes first. Therefore, at minimum, all medication forms will be updated annually. Medicine authorization forms and LIC 9166 Nebulizer Care Consent/Verification forms will be maintained in the student's cum file and a copy will be stored with the medication in the secure medication cabinet in the main office.

## **3. Staff Training**

All CTCS school staff are required to maintain a current CPR and First Aid certification at all times. In every basic First Aid class, all staff members learn how to administer both an inhaler and an EpiPen/EpiPen Jr. Only named persons including the Director, the Office Manager, the Office Assistant, or the student's Lead Teacher, with permission or access to the medication cabinet in the main office will be able to administer inhaled medication to a student. Additionally, for all medication, parents will instruct the director, teacher, or other office personnel on how to specifically administer medications in accordance with the prescribed manner that is authorized by the parent on the Medicine Authorization form. The informed staff member may provide instructions by demonstration in accordance with what is specifically written out by the authorizing parent/guardian on the Medicine Authorization form. This will ensure that staff members have been instructed verbally and in writing on how to administer these basic medications should the student ever need these medications while on campus.

Training of staff on administering medication will happen annually at the start of the school year during "back-to-school" prep week and with each addition of a new medication for enrolled students, or at the time a new students is enrolled and in need of incidental medical services.

Training documentation will be maintained in employee files and will include copies of CPR and First Aid certification and a signed document stating that the employee has read, understands, and will adhere to the policies and procedures in the Personnel Manual, including the revised plan of operation for incidental medical services. Additional training documentation will be maintained in the director's files and will include signed attendance records for annual training on administering medication and related trainings conducted during the year.

City Tree ensures that a trained staff member will be on site when a child with a medical need, as outlined by this policy, is in attendance.

### **MEDICATION ADMINISTRATION POLICY**

1. For safety reasons **NEVER** leave medicine in a lunch box, cubby, locker, or backpack. Another student could get a hold of the medicine.
2. All medicine must be in the original container not in a baggy, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose and times to be given.
5. The medicine must not be expired.
6. When no longer needed, medicine shall be picked up in the office by the parent. Medicine left over a week past the last date of administration will be automatically discarded.

#### **How to leave medicine to be given during school:**

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the office area of the school office) and give the form to the office.
2. Bring medication to the office. **Do not leave in a backpack or on teacher's desk.** Please inform your child's teacher (preschool- 5<sup>th</sup> grade) about the medication.
3. Medication will be administered by an assigned staff member once per day only at the lunch hour.
4. Pick up medication when it is no longer needed at school. If it is after 4:00pm and the office is closed you may enter through the back door of the office to retrieve medication stored in the closet to the right of the sink (or in the refrigerator for perishable items). This door is open until 6:00pm.

***IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION OR OINTMENTS WITHOUT EXPRESS WRITTEN PERMISSION FROM THE PARENT.***

### **LIBRARY POLICY**

The library is a place that encourages the love of reading. Students at City Tree visit the school library once a week with their teacher. Books will be checked out during class time and will be sent home or remain in the class according to each classroom's procedures. The City Tree library catalog is available for review through the school website (citytree.org). Please review with your child the following rules regarding the use of library books.

- Handle books gently and carefully.
- Use books only with clean hands.
- Keep books away from food and drinks.
- Make sure to leave all barcode and spine label stickers on books.
- Use bookmarks and never bend the corner of the page.
- Never write or draw in a book.
- Never throw or tear a book or leave it on the floor.

- Return all books promptly by the due date.
- Additional books may not be checked out until overdue or lost books are turned in or paid for.
- Borrowing library books is a privilege, not a right.
- Students are responsible for the books they check out even if they misplace them at school.

Students will not be allowed to check out new books until previously checked out library books have been returned. Parents need to encourage their students to be responsible in returning their library books. Your child misses a valuable learning opportunity when they do not return their library books. The lost or damaged library book fee is \$25.

## COMPUTER USE POLICY

Pre-K children will have the opportunity to use computers and tablets in the classroom with access to programs that enhance pre-reading and pre-math skills. They will be given instruction about appropriate use of the computers. Failure to follow the rules may result in the child being excluded from computer use.

## CLOTHING

Children should be dressed in clothing that they can manage with a minimum of help. Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting and may contribute to accidents. Children should be dressed in a manner that ensures comfort in play indoors and out. Sturdy, washable, clothing is recommended. Weather often changes during the day, so the child should always have a sweater or jacket for walks or outside play. **LABEL EVERYTHING!** Show the child where you put his/her name to help him/her recognize his/her garments. Closed-toed shoes are required. Shoes without a back are not allowed.

Clothing with pictures or slogans pertaining to violence, sex, drugs, or disrespect of authority is not permitted at City Tree at any time. When in doubt about the suitability of a certain item of clothing please ask your child's teacher.

All preschoolers are required to have a change of clothing and a pair of shoes in their cubby in case of spills or accidents. Parents are to bring underwear, pants, tops, shoes, and socks in a labeled plastic bag or Ziploc. Tape the child's name on the bag and write the child's name on all garments. Soiled or wet clothes are put in a plastic bag and in child's cubby to be taken home. Please return a clean set of clothes the next day.

## NAP AND REST PERIOD

Preschool children need to bring from home a crib sized sheet and small blanket for rest time. Bedding items are to be taken home each Friday or more often if wet or soiled for laundering. Again, label everything. Cots are readied for rest time after lunch cleanup. Children listen to soft music or audio stories while settling down and falling asleep. All preschool children rest 1-1/2 to 2 hours.

Infants need to bring from home a crib sheet for each day that they are in the program. Parents are welcome to bring more than one each day but sheets will be left in child's cubby or on hook outside of classroom to bring home sheets from that day. A clean sheet must be provided for each day the child is in the program. Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in a stroller, they will be put in their cribs to continue their sleep. When a child reaches 12 months, cot sleeping will be encouraged. All the bedding for infants in cribs and on cots is provided by the parent and is sent home daily to be washed. Children who are on cots may bring a soft blanket, stuffed animal or other soft attachment item (no cups or bottles). Children only sleep in cribs or on cots. Children are not left to sleep in car seats at drop off. Children are not placed in cribs to play; only to sleep.

## SNACKS

Preschool children (2 to 5 years) receive a mid-morning and mid-afternoon nutritional snack, which includes two different food groups. Parents are welcome to send other snacks to be shared by their child's class. Suggested snacks are apple wedges, orange sections, raisins, cheese, celery or carrot sticks, or anything else that does not contain processed sugar. Your child will also have the opportunity to cook or otherwise prepare special foods at school as a snack. Snack schedules are posted in or outside each classroom. Parents are welcome to provide a snack alternative in the case of dietary restrictions or doctor recommendations.

City Tree Christian School does not provide snacks in the infant program. Parents are asked to provide wholesome, low sugar foods and to work with the teacher to introduce your child a variety of food tastes and textures. Recommended snack foods include cereals and crackers, fruits, yogurt, cheese, and milk.

## LUNCHES

### Sack Lunch

Parents will provide lunch and a drink for infant and preschool students. Refrigerators and microwaves are available in each classroom, but cannot accommodate many lunches, so please use insulated lunch boxes, ice packs, etc. to keep your child's lunch at the desired temperature. Label your child's lunch container(s). **Please do not send desserts** (foods high in processed sugar) in your child's lunch. It is the preschool policy to send these items, uneaten, back home in the lunch boxes.

### Hot Lunch Program

An optional hot lunch program is also available to your student on a daily basis for an additional charge. A local catering company, *TOP NOTCH SCHOOL LUNCHES*, run by Clay Cantwell, is our provider. Top Notch School Lunches strives to serve your child a hearty, healthy meal including a fruit or vegetable and water with every entree. Top Notch School Lunches prides themselves on serving nutritious, kid-friendly meals that provide a foundation of healthy eating.

**How it works:**

- Order online by visiting [topnotchlunches.com](http://topnotchlunches.com)
- Set up your account by clicking Order Online Today at the top of the page. You will be directed to a link that will instruct you on how to register. Use password **CTC9**.
- Choose the days your child would like to order lunch and lunch size
- You can enter multiple family members (parents, siblings, etc.) on your account.
- Proceed to check out with a PayPal account or credit card. You will receive an order confirmation via e-mail.
- If you encounter problems, contact a representative at [topncatering@gmail.com](mailto:topncatering@gmail.com)
- Buy 10 lunches, get 10% off your order
- Order up to midnight the night before
- K-8 lunches are served in the Geneva room, preschool lunches are brought to classrooms
- Vegetarian meals will be occasionally offered

**Emergency Lunches:**

Meals on Demand program allows you to purchase an emergency lunch in the case that a child does not have theirs. These lunches can be reserved in the school office. After the use of a lunch the cost will be added to your bill. Meals on Demand are served on a first come, first served basis. Should we run out of what is being served on the menu, an alternative lunch will be offered. Additional information can be found on the school website or in the Meals on Demand file near the mailboxes across from the school office.

- **Parent Lunch Day:**

Parents are always welcome to join their children for lunch. When you arrive at school, please sign-in at the office and pick up a visitor's tag

Parents can also order hot lunch online by:

- Adding yourself to your student's account

Select your child's grade so that your lunch is ready during your child's lunch time

**Infants**

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. Parents are required to provide all formula, breast milk, and food items.

As your infant grows and becomes more adept at eating, he will be using his fingers for eating "finger-foods" and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, and table foods, parents will inform the teachers in the classroom as to what their child can eat by updating the infant needs and service plan. It is recommended that infants try new foods at home first, then parents can add the new food to the classroom plan.

**Bottles**

Parents of bottle-fed babies will need to provide 3-4 labeled plastic bottles, nipples, and lids. Glass bottles are not to be brought to the center. If you are breast feeding your child, all breast milk must be dated and have your child's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle must be discarded within 1 hour. Only breast milk, formula, or water will be placed in your child's bottle. **No bottles will be served with**

**cereal or any other food product in them.** The only items served from a bottle include water, breast milk, and formula. This is a licensing standard. Parents are welcome to come and bottle feed or breast feed their infants at any time and use the napping room. Breast feeding mothers are welcome to use the room to pump and can use the sink/kitchen area to do any necessary cleaning afterwards.

We provide infant drinking water to make the formula for the infants. Bottles are not heated in the microwave, as this will produce “hot spots” in the formula or breast milk, and are warmed by running them under warm water from the sink or bottle warmers.

## FIELD TRIPS

During the course of the year, we take the older children on excursions to places of interest. Details of the trip will be placed on the sign-in table or on the wall next to your child’s classroom door. No child is allowed to leave the school grounds without parent authorization. Please sign the blue permission slip so your child may participate. Car seats must be left outside the classroom any time a field trip is scheduled. Most of these trips cost a small fee. Fees must be paid prior to the field trip. If fees are not paid, your child will not be allowed to participate and will stay behind in another classroom. Transportation will occur via car/bus/van/walking. Field trips are a privilege. Inappropriate classroom/field trip behavior may result in the loss of field trip privileges.

Parent drivers and chaperones are needed for all field trips throughout the year. If helpers are not available, field trips will be cancelled. Please notify your child’s teacher if you are available to assist with field trips. Parents who drive on field trips will need to provide a copy of their driver’s license and proof of insurance along with a signed Field Trip Driver information form. Students 12 and under are not permitted to ride in a seat with an airbag. All students must wear seatbelts. Children under 8 years old must ride in a booster seat unless they are 4 feet 9 inches of taller.

## CHAPEL

Chapel occurs most every Friday during the school year. Parents are always welcome. Chapel begins at 9:30am and concludes by 10:00am. We ask that you sit where your child’s teacher directs you. Typically parents sit behind the students in chapel so children’s views are not blocked. You will be notified in advance when your child is designated to receive a chapel award. We encourage you to attend chapel on that day. It means so much to your child to have you there to see their award presented.

## LABELING

**LABEL EVERYTHING!!!**

Please label all lunch boxes, backpacks, coats and sweaters, books, and sharing items brought to school. Every school year, there are practically new jackets, sweaters, lunchboxes, and backpacks that are never claimed that could have been returned to their owner had they been labeled! Help your child remember daily to take home whatever he/she might have brought to school.

## LOST & FOUND

The lost and found is at the top of the west stairwell just immediately before entering the roof playground and on the wall hooks at the entrance to the patio. Items found in the hallway or in classrooms will be taken to the roof area for pick up. Small or expensive items (jewelry, glasses)

will be taken to the office for safekeeping. Items not claimed by the end of the semester that are not labeled will either be given away or thrown out.

## **SHARING**

Children may bring items from home to share with their classmates. This opportunity often gives children a sense of security and is a tool to help the child communicate verbally and gain confidence within a group. Check with his/her teacher to find out which day to bring these sharing items. We encourage items with educational value such as books, nature objects, postcards or pictures, etc. The child may want to tell about a trip, a visit, or a recent happening. You might want to help your child think of something interesting to talk about. Please have all items marked with the child's name.

The children may not bring gum, candy, money, guns or other weapons, small toys (that go into the mouth), fragile items, or biting animals. If your child wishes to bring a pet to share, please be sure to speak to the teacher about possible health and safety issues as well as a time and a way to share them. Toys representing violence or disrespect for authorities are not acceptable for sharing time.

Parents are encouraged to share their talents, hobbies, or vocations with the children. Please arrange a day and time with the teacher.

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with school friends. Please keep the celebration simple, such as the birthday child passing out watermelon, fruit kabobs, yogurt parfaits, cupcakes or cookies brought from home (no special character visits, dress up parties, party games, etc. are allowed). If you wish the child to celebrate at school, please speak to the teacher a few days ahead of time.

## **CHILDREN'S WORK**

Children's creative art usually represents serious effort on his/her part, and it is important to treat the projects as such. Your child will gain experience with many materials and media during their creative art process. Emphasis is placed on the process rather than on the finished product. Look for your child's work in his/her cubby. Please do not let the projects accumulate at school, as part of the experience is the satisfaction and pride the children feel when they show the work to their family or see it displayed at home.

## **STUDENT CUBBIES**

- Student cubbies and parent files are for official school use only.
- Birthday party invitations are not allowed into the cubbies unless every student in the class, or every student of the same gender is being invited. We want to create a family atmosphere, one in which children feel loved and included. Social events that include many classmates, but exclude some are very hard for children to understand, hurtful, and are at times very disruptive to classroom teamwork. Please consider this when you plan special events and birthday celebrations.
- Please use the CTPTO student directory to contact students/parents by phone or mail. The cubbies/parent files are not to be used for parent to parent or child to child communication.
- Flyers/announcements/etc. to be placed in the cubbies must first be approved by school administration (if just for the class, the teacher may give approval). Unauthorized information will be pulled from the cubbies.

## PARENTAL VISITOR POLICY

It is the policy of CTCS that parents who visit their child's classroom during the school day must first sign-in at the school office in the Volunteer/Visitor logbook and obtain a visitor badge prior to entering the rest of the school. The purpose for being at school must be noted. Parents must also sign-out and return their badge upon leaving school premises. Parents are always invited to come and have lunch with their child, just be sure to check in with the office when you arrive. City Tree Christian School welcomes and encourages parents to participate in the classroom activities. However, the teacher/administration has the authority to determine the level of parental involvement in the classroom. Major school events, chapel, or field trip chaperoning, do not require parental sign-in or sign-out in the office.

## PARENT-SCHOOL COMMUNICATIONS

- Our Weekly Email Update is our main form of communication. It is the best way for you to stay informed about school news and events. It is essential that every City Tree family receives and reads this weekly update. Please sign-up by going on the school website.
- Remember that our school website ([www.citytree.org](http://www.citytree.org)), is a great place to go for information about upcoming events and to stay informed.
- Your child's teacher will let you know their preferred method(s) of communication: phone message, written note, BrightWheel, or email.
- The teacher will let you know where to leave notes in the classroom, or you may leave them in the office to be placed in the teacher's mailbox.
- All students also have a "Parents Only" file that is near the cubby or sign-in area. (In/near the entrance to Preschool & K-5<sup>th</sup> grade classroom, outside the school office for 6<sup>th</sup>-8<sup>th</sup> grades) These files hold important papers such as billing statements, office messages, report cards, notes from teachers, etc. It is important that you check your file **DAILY**.
- Back-to-School Morning, Fall Back-to-School Night, and spring Multi-Cultural Fair, as well as other events, help parents to get acquainted with the school.
- Bulletin boards at the entrance to the school, hallways, and near classroom are a good place to look for announcements and examples of students' work.
- As the teacher's time and attention should belong to the students, please limit conversation on arrival and departure to necessary information or instructions for the welfare of the student. Conferences may be scheduled for extended conversations concerning your child.
- Teachers need to be informed of changes that may affect your child's emotions or behavior during the day.
- Parent observation - you may observe our program any time. Please call in advance so we can be sure your child is not away on a field trip, nature walk, or involved in a special activity outside the classroom. For safety reasons we ask that all visitors sign-in and out of the school office.
- All parents are members of the City Tree Parent Teacher Organization (PTO). General PTO meetings are held throughout the school year. Your participation is encouraged.

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. There are two optional conferences a year; one in the fall and one in the spring. You may also request a conference at any time of the year. Simply send a note to your child's teacher(s) or call the office to leave a message. Be sure to state the reason for the conference so the teacher(s) can be prepared to discuss your concerns. Please try to avoid stopping your child's teacher in the hall or when she/he is preparing to start the class as it will be difficult for him/her to

give you the time and attention you may need. We also ask that parents keep communication at pick up time to a minimum as teachers are still supervising classes.

### **ROOM/GRADE PARENTS**

Room Parents are needed for each classroom or grade (Middle School) to help coordinate PTO events and classroom activities. Since room parents must be designated in early September, please see your child's teacher or grade advisor (grades 6-8) right away if you are interested in serving in this way. There is a room parent coordinator who will regularly communicate with room parents. Room parents are also expected to attend the general PTO meetings that will be held during the year.