

# **CITY TREE CHRISTIAN SCHOOL PRESCHOOL PARENT HANDBOOK 2025-2026**



**CITY TREE CHRISTIAN SCHOOL**  
320 Date Street, San Diego, 92101  
619-232-3794

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## **GENERAL INFORMATION**

City Tree Christian School, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and certified by the California Department of Education. CTCS is accredited through the Western Association of Schools and Colleges (WASC) and a member of the Association of Christian Schools International (ACSI). We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

### **MISSION and VISION**

City Tree Christian School serves as an outreach ministry of First Presbyterian Church of San Diego, dedicated to academic excellence integrated with the teachings of Jesus Christ found in the Bible.

City Tree is a vibrant community devoted to reflecting the love of Christ through grace, kindness and respect. Grounded in academic excellence and deeply integrated with the Christian faith, our program inspires and equips students to become engaged global citizens, wholeheartedly committed to serving God's kingdom with purpose and conviction.

We nurture Christ-centered learning  
 We champion academic excellence  
 We grow fully engaged citizens  
 We are a diverse family-like community  
 We partner with parents

### **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. The church has many ministries, events, and worship services including excellent activities for children and youth.

Jeff Myers – Lead Pastor

Peggy Gross – Director of Christian Education (Infant through 5th grade)

Elizabeth Rico – Director of Youth Ministry (6th grade through high school)

To see the most up to date information on events, small groups, and worship services at First Presbyterian Church, please view the church's website: [www.fpcsd.org](http://www.fpcsd.org)

# SCHOOLWIDE LEARNER GOALS

## PRESCHOOL



Through a program that integrates the teachings of Jesus Christ found in the Bible and high academic standards, City Tree Christian School students will be:

### Christ-like People who:

- Grow in knowledge and love of Jesus
- Begin to demonstrate kindness, sharing, and forgiveness in their interactions with peers and teachers
- Begin to recognize that God loves them unconditionally

### Effective Communicators who:

- Share, take turns, and express feelings in a constructive manner
- Express empathy, recognizing and responding to the feelings of others
- Begin to identify and manage their emotions, learning to express feelings in a constructive way and asking for help when needed

### Critical Thinkers and Problem Solvers who:

- Recognize letters, numbers, and basic shapes, and begin to understand the concept of print, such as recognizing their own name
- Cultivate a sense of wonder and curiosity about the world, exploring and asking questions about their environment through play and structured activities
- Develop early problem-solving skills by engaging in activities that involve sorting, matching, and simple decision-making

### Productive Individuals who:

- Can manipulate small objects, which help with tasks like writing and buttoning
- Enhance gross motor skills through activities like running, jumping, and climbing
- Practice following multi-step instructions, recognizing the importance of listening carefully and completing tasks as directed

### Responsible Citizens who:

- Practice basic self-care routines such as washing hands, brushing teeth, and eating nutritious foods
- Take care of their belongings and classroom materials
- Are truthful in their actions and words
- Follow simple classroom rules and routines

### Culturally Sensitive Individuals who:

- Engage in simple acts of kindness reflecting the value of serving others
- Exhibit inclusive behavior by inviting classmates to participate in group activities
- Explore and learn about various cultures through stories, songs, and activities

## **SCHOOL DROP OFF AND PICK UP**

### **School Schedule**

**Infants to the age of 24 months** are eligible to attend class from 7:45am to 5:15pm. There are no additional hours 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" a \$25 change fee is applied.

**\*Summer hours:** morning care begins at 7:15am. All students must be picked up by 5:15pm. Any student left after 5:15pm will be charged late fees of \$1 per minute.

### **Drop Off Procedures**

**Community Care Licensing requires that all infants and preschool children be signed in and out daily by a parent, guardian or another adult authorized by the parent or guardian.** City Tree uses the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or classroom and complete the sign-in process each morning. This is a legal requirement and is a vital school record; it becomes especially important when accounting for children during a fire or earthquake.

In the event that a student is not signed in or out, you will be called and asked to return to the school to sign in or out. If you cannot return, you will be required to send an email giving permission along with your 4 digit Brightwheel parent code and the office staff will use your code to check your child in or out. A \$10 fee will also be charged to your incidental bill.

**(See summer hours above)**

#### **Precious Miracles drop off:**

7:15am – 5:15am Drop off room 105 or on playground

#### **Little Blessings and Little Wonders**

6:45am – 8:15am Drop off to room 105 or on playground

8:15am – 8:45am Room 105 or on playground

8:45am – 3:00pm Drop off in classroom or playground

#### **Loving Lights and Son Beams drop off:**

6:45am – 8:15am Drop off room 105

8:15am – 3:00pm Drop off in classroom or playground

#### **Heavenly Angels and Lord's Lambs drop off:**

6:45am – 8:15am Drop off room 105

8:15am – 3:00pm Drop off in classroom or playground

Once signed in, students should then be escorted to the supervised childcare area for their class. Students may not roam the hallways or stairwells without a parental escort. Please make a point of greeting the teacher before leaving.

### **Pick-Up Procedures**

Please check out students via the Brightwheel app at the time of pick up. Preschool students not requiring after school childcare should be picked up as noted below. Students who are not picked up by 3:15pm will stay with their class. However, fees will apply. The fee for any child not pre-signed up for after-school child care is \$1.00 per minute after 3:15pm. Please do your best to pick up your child before 3:15pm.

**(See summer hours above)**

#### **Precious Miracles pick up:**

3:00pm – 3:15pm Pick up in classroom

3:15pm – 5:15pm Pick up in classroom or playground

#### **Little Blessings, Little Wonders, Loving Lights & Son Beams, & Heavenly Angels pick up:**

3:00pm – 3:15pm Pick up in classroom or playground

3:15pm – 4:30pm Pick up on playground

4:30pm – 6:00pm Pick up in room 105

Students may not leave school grounds without being escorted by a parent or authorized adult.

### **PARKING**

From 8:00-8:30am & from 3:00-3:30pm, M-F, people picking up or dropping off students at City Tree can park in any of the 3 parking lots, including the Pay to Park lot, without paying or validating. The parking lot patrol has been directed not to ticket in any of our 3 lots from 8:00- 8:30am and from 3:00-3:30pm. It is preferred that you do not park in the Pay to Park lot if there are available spaces in the other 2 lots.

At drop-off and pick-up times, parents are able to park along the 3rd Avenue curb. Please do not double park.

### **Parking Validations**

Most parents take about 15 minutes to drop students off or pick them up, no parking validation is needed for that daily activity or anything that takes 15 minutes. But if you are going to be in the building for longer than 15 minutes (i.e., assist on campus, attend chapel, go to the park with a class, attend a meeting) please come to the office to validate your parking. You will need to enter your license plate information when you validate your parking, so make a point of having that information with you. For large school events like Fall Festival, Grandparents Day, or the Christmas program validation is not required. If you receive a ticket on your car and feel it is unwarranted, don't panic! Stop by the office to discuss it with our office staff.

## **CROSSWALK**

All families are required to use the crosswalk when parking across the street. Please do not cross the street anywhere that does not have a crosswalk. 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.

## **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 or via email at [office@citytree.org](mailto:office@citytree.org). Due to varying schedules, if you wish to speak to the Head of School, Academic 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 take to the office or placed under the door if no one is available to receive them.

### **Office Protocol**

- Please drop off all student 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 the school premises.
- 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
- 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.
- 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.
- 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.

## **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 SAFE." Don't hold the door open for someone that you don't know.

**City Tree has one main entrance.** Please enter and exit the school via the gate and keypad entry on 3rd Avenue. All other entrances are for emergency use only except when designated for use during a special event.

**Door Codes.** Each family chooses a door code during the enrollment process. **Students are not allowed to use parent codes.** Middle school students are given a special middle school code which they may use to access campus at the



appropriate times. Codes which are being used inappropriately will be changed.

**Gate entrance.** There is a keypad at the gate on 3 rd Avenue to the lower left-hand side of the gate. Please enter your six-digit code, then the # key, and then pull the side of the gate closest to the keypad open.

**Doors to campus.** Parent codes allow access to the doors near the school office as well as the doors that lead to the middle school classrooms. The keypads are located on the upper right hand side of the doors. Please enter your six-digit code, then the # key, and then pull the door open.

If you have trouble with your parent code, please call the school office at 619-232-3794 for school access, and then stop in the office so that we can resolve the issue with your code.

## **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 update emergency information in our Student Information System on the FACTS Family Portal. Parents can login to FACTS Family Portal via [factsmgt.com](http://factsmgt.com) and update the information at their convenience. If you need assistance, cannot remember your username, or need your password reset, please contact the school office.

### **Emergencies**

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent(s) will be called immediately. If the parent(s) 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:

- Attempt to contact emergency contacts listed on student data form listed in FACTS.
- Call 911 for serious injuries.
- Have the student transported to the most appropriate emergency medical center.

## **FIRE, EARTHQUAKE AND LOCK DOWN 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 3rd Ave. and Elm St. Each classroom is equipped with an emergency backpack. Evacuation exit routes are posted in each room. Parents are urged to have a plan in place to be able to pick up students as soon as it is safe to do so if there is an emergency. Being prepared with a plan in place is important.

### **ANIMALS**

Animals, except those who are certified and trained to aid a person with a disability, 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.

## **ADMISSIONS and FINANCIAL INFORMATION**

### **STEPS FOR ADMISSION**

#### **Step 1:**

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

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

#### **Step 2:**

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

- Submit completed application and application fee of \$90 online (all)
- Submit the following information by uploading it online, emailing it to our admissions team or bringing it directly to the school:
- **Current/Previous Report Cards:** 2 previous years for students entering 2nd through 8th grade & 1 previous year for students entering 1st grade.
- **Standardized Test Scores:** 2 previous years for students entering grade 1-8, if tests were administered
- **Diagnostic or Psychological Evaluation Results:** IEP, 504 plan, or other if applicable
- **Middle School Student Response Form:** All 6th-8th grade students new to City Tree

#### **Step 3: K-8 Assessment and Interview or Preschool Visit**

Upon City Tree's receipt of online application, we will contact you to arrange one of the following:

- **Preschool families:** A teacher or classroom visit will be scheduled.
- **K-5 students:** Entrance assessment test and family appointment will be scheduled.
- **6th-8th grade students:** Entrance assessment test, family appointment, and student interview will be scheduled.

#### **Step 4:**

**Complete Online Enrollment:** Upon receiving admission notification, parents complete online enrollment via FACTS Family Portal. Directions will be emailed to parents. In addition to the online enrollment forms, the following must also be submitted either via email or as hard copies to the office:

- Copy of birth certificate
- Copy of immunization record with all immunizations up to date
- Infants/preschool licensing paperwork (Physicians Report, Child's Preadmission Health History, Lead Test or Lead Test Waiver)

The registration payment will be auto debited from the account set up in Tuition Management during enrollment.

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 student's fit with the overall mission of the school. Creating demographically balanced classrooms is also taken into consideration when accepting students to the school and assigning them to a classroom.

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 learning, emotional, behavioral, or physical challenges. Students should be generally at grade level or above with no behavior or challenges that require specialized accommodations beyond what our program can accommodate.

## **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.

## **STARTING KINDERGARTEN**

Students entering City Tree Christian School's kindergarten program must be 5 years old 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 admissions process or the Pre-K year (for CTCs Preschool students), parents and teachers will be in regular communication about a child's readiness. Checklists and assessments 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.

## **CONTINUOUS ENROLLMENT POLICY**

City Tree Christian School maintains a Continuous Enrollment (CE) policy in which enrollment for each student will be continuous through completion of 8th Grade, or until the CTCS withdrawal process is completed.

Each January, CTCS publishes the following school year's tuition and the annual registration fee amount. By signing this Continuous Enrollment Agreement, families agree to pay the annual tuition rate and the registration fee each year until completion of 8th grade, or the appropriate withdrawal form is completed. Tuition and registration are subject to change annually.

**General Terms:** Parent/Legal Guardian agrees to comply with the policies and procedures as outlined in the Parent Handbook, Online Enrollment Process, and Back-to-School Parent Folder including, but not limited to: the tuition Payment Policy, Consent for Use of Photos, Parent Responsibility Agreement, Special Events Permission and Tuition Payment Agreement.

**Registration Fee:** Parent/Legal Guardian agrees to pay the registration fee in full to CTCS annually. This fee will not be refunded except in specific circumstances specified in Continuous Enrollment Policies.

**Financial:** Parent/ Legal Guardian agrees to abide by the terms of the signed Tuition and Billing Agreement included in the online enrollment paperwork.

**Withdrawal Period:** Parent/Legal Guardian understands that they have until March 10 each year to notify CTCS's administration via the Withdrawal Form of any changes in plans of continuous enrollment for their child without paying the registration fee. Withdrawal forms are available in the school office. The final date of the withdrawal period will be adjusted slightly from year to year to account for holidays and weekends.

**Withdrawal Process: On or before March 10 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.

**Between March 11 and July 31 (for the upcoming school year):** Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**Between March 11 and July 31 (for the upcoming school year):** Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**On or after August 1st:** CTCS requires at least a 4-week written notice to be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal

Guardian's desired final enrollment date and 4 weeks. A \$150 withdrawal fee will be added to the amount due. The withdrawal fee is subject to change. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

**Additional Hours of Care:** Available for the hourly rate found on the tuition rate sheet if care is arranged by calling the school office by 1:00pm for after-school care, or by 3:00pm the day prior to when care is needed for before-school care. Hourly rate is subject to change.

**After-hours Overtime charges:** Children are to be picked up on time. After-hours overtime charges will be assessed per minute as outlined in the tuition rate sheet for each minute past the contracted dismissal time. After-hours overtime charges will be assessed for each minute past the student's contracted dismissal time. The school closes at 6:00pm. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

**Liability:** The Parent/Legal Guardian agrees to release and hold harmless First Presbyterian Church of San Diego, City Tree Christian School, their agents, employees, consultants, and independent contractors from all claims, damages, or other liabilities for injuries to their student which are not the result of gross negligence by the school, its agents, or employees. The Parent/Legal Guardian agrees to reimburse City Tree Christian School for damages caused by their student.

**Suspension/Dismissal:** CTCS reserves the right to suspend or dismiss the student at any time for reasons determined by CTCS Administration.

**Parent/Legal Guardian Obligations:** Parent/Legal Guardian agrees to read the CTCS Parent Handbook, Online Enrollment Documents and Back-to-School Parent Folder and to comply with the policies and procedures outlined therein.

**Applicable Law:** This agreement shall be deemed to have been entered into in the State of California and its validity, effect, and operation shall be determined according to California law.

### **TUITION AND BILLING POLICY**

**General Terms:** 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 for parent convenience. Payment of tuition and any extended care may also be divided into equal payments:

**Infant & Preschool students:** 12 equal payments, payable August through July  
**K-8th Grade students:** 10 equal payments, payable August through 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, Page 11 the parent/guardian is obligated to pay the full annual tuition sum. Accounts must be kept current to maintain priority registration status for the following school year.

All fee amounts (tuition, after school, NSF, late fees, etc.) are subject to change annually.

FACTS Tuition Management is an online tuition and billing management tool that integrates with our student information system. City Tree Families will set up their preferred payment method in FACTS upon enrollment at City Tree. Payment history and tax information are available for payer to review or print for tax purposes.

**Payment Method Options** ACH (automatic withdrawals) set up from a checking or savings account. Credit card or debit card. A 2.85% fee will be assessed from FACTS Tuition Management.

### **Tuition Payment Plan Options**

**Monthly Payments:** August – May (K-8)

**Monthly Payments:** August – July (Infant and Preschool)

**Annual Payment:** August (Infant, Preschool and K-8)

**Tuition Payment Due Date** Parents can choose a payment date of either the 1st or the 10th when setting up their tuition payment plan in FACTS Tuition Management.

Tuition payments are made through FACTS Tuition Management. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

### **Incidental Billing**

Various fees for items such as lunch, some field trip costs, additional hours of care, band, choir, basketball, volleyball, etc. will be assessed to an incidental bill which will be due monthly. FACTS Tuition Management will send bill summaries and payment notifications regularly. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

### **FACTS Tuition Management Yearly Fees**

Monthly payment plan: \$55 per family

Annual payment plan: \$25 per family

**Late Payments and Penalties** A \$30.00 late charge will be assessed for each late payment.

If payment is not received 15 days after the due date, City Tree Christian School reserves the right to suspend the student.

If the student is suspended for nonpayment of tuition, the parent/guardian will be assessed a \$50.00 reinstatement 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. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable. Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.

**Occasional Extra Hours of Care** Occasional extra hours of care (past your contracted pick-up time) may be purchased at the rate of \$10.00/hour on a space available basis. This care must be arranged in advance by calling the school office or by stopping by the school office and signing up on the extra-care clipboard, no later than 1:00pm for after-school care, or by 3pm the day prior to when care is needed for before-school care. The hourly rate is subject to change. Charges for occasional hours of care will be added to the

student's incidental bill.

**After-hours Overtime Charges** 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. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30 pm, the San Diego Police Department may be called to pick up the student. Students habitually picked up late may be excluded from the after-school care program. In consideration to our staff members please do not leave your child after our 6:00pm closing time.

**Adjustments and Refunds** Financial adjustments will not be made for illness, scheduled holidays or family vacations. Tuition payments are non-refundable, even though the student may be absent from school. The registration fee is non-refundable and does not apply toward tuition. Partial refunds may be given for middle school trip costs not yet incurred if the student is unable to attend one or more scheduled trips for reasons outside of his or her control. We ask that parents be supportive of these trips because they enhance student learning. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration

### **Withdrawal Process**

**Before March 10 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.

**Between March 11 and July 31 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their student(s) for the following school year must complete the Withdrawal Form. Withdrawal forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**On or after August 1st:** CTCS requires at least 4 weeks written notice to be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 early withdrawal fee will be added to the amount due. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

### **RECEIPT FOR PAYMENT**

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. This information can be found and printed from FACTS Tuition Management.

### **To pull your statement:**

1. Go to <https://factsmgt.com/>
2. Click on the arrow next to Parent Login
3. Select FACTS Family Portal
4. Enter our district code: CT-CA, your username and password and click "Login" Page 13
5. Click on "Financial" and "Financial Home"
6. Click "View Details"
7. Click "View Payment Summary" and then click on the printer icon on the top right to

either print or save as a pdf.

If you need help logging in, cannot remember your username or would like your password reset, please contact the school office at 619-232-3794.

### **PAYMENT to OUTSIDE CONTRACTORS**

Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mailboxes located on the wall outside the school office.

### **EXTENDED CARE PROGRAM**

City Tree Christian School's after school program provides caring and engaging care for our students. Participants in the After School Program are typically divided into developmental and age-appropriate groups at the start of most days. Activity choices reflect our goals to meet each student's developmental needs. The components of the program are:

#### **Enrichment**

Children participate in many different enrichment activities that include, but are not limited to, music, dance, science, community service projects, literature, art, sports, team building, and community development.

#### **Snacks**

Students are given an opportunity to eat snacks in the after-school program. Please send your child an additional, healthy snack if they are staying in the after-school program.

#### **Recreation**

Recreational activities are included on a daily basis. Students participate in a variety of sports and games. Other activities offered include cooperative games, board games, puzzles, blocks, Legos, and other hands-on materials.

#### **Program Schedule**

A daily schedule is posted on the CTAS bulletin board located in the stairwell to the right of the office door. When schedule changes are necessary, they will be posted both on the bulletin board.

#### **Emergency Contact Policy**

1. Emergency contact procedures are the same as those used during the school day.
2. After School Group Leaders will have access to student files and will use the emergency contact information parents provided in FACTS or contact parents through Brightwheel.
3. Emergency information must be kept current in order to ensure the safety of every child in the CTAS Program. If you make a change to your information, please make sure the office staff has been notified.
4. Please make sure you have at least three (3) emergency contacts listed in FACTS.
5. In the event of an emergency or illness, the parent or guardian will be notified immediately. If a parent or guardian cannot be reached, the alternate emergency contact people listed in FACTS will be notified.
6. In the event of a medical emergency or illness, CTAS staff will be responsible for making decisions to contact emergency medical professionals depending on the severity of the situation.
7. It is the parent/guardian's responsibility to inform the CTAS Program of any medical condition and/or allergies that may affect their child's healthy participation in the program.



### **After School Illness Policy**

CTCS provides an isolated resting-place in the office for children who become ill during the school day. However, children who become ill after school must be picked up as soon as possible. There is no staff member available to monitor the sick area after 4:00pm so an ill child will most likely remain with his/her group.

### **After School Program Contact Information**

Office Hours are 7:30am-4:00pm, Monday-Friday

If you need to notify the After School Program because you anticipate being late, please send a message via Brightwheel.

## **CODE OF CONDUCT**

### **EXPECTED FAMILY SUPPORT**

Families of CTCS share values and standards which define and impose proper behavior required of all students. We expect families to model those same behaviors in their interactions with all staff and students of CTCS at all times. This includes but is not limited to foul or abusive language, aggressive or intimidating behaviors, and failure to handle concerns through the appropriate channels.

Families are also expected to support and uphold the Behavior Management and Discipline Policy of the school as outlined in the handbook. Staff will strive to be fair, firm, and consistent when administering discipline and diligent about thoroughly communicating both positive and negative student situations to parents. Discipline outcomes are ultimately the responsibility of the administrative staff. Parents and students alike are required to comply with all discipline procedures and consequences passed on by school staff.

If any family member fails to support the school, its students, and its Behavior Management Program and Discipline Policy, his/her student may be disenrolled from the school at the discretion of administration. It is our desire to create a safe and supportive environment for all students and staff, and we appreciate your cooperation in these matters. Students benefit greatly when staff and families work together in matters of behavior and discipline.

### **PARENT RESPONSIBILITY AGREEMENT**

I/We as parent(s) will cooperate closely with and wholeheartedly support my/our child's teacher. I/We will attempt to reinforce at home what is being communicated at school in every way possible.

I/We will provide a home environment that supports learning activities.

I/We will assist and encourage my/our child in the completion of homework assignments and class projects. (K-8)

My/our child should honor and respect people in authority. I/We will cooperate with teachers and administration that set a high standard of proper conduct for my child. I/We agree to faithfully support CTCS with a positive attitude and be "part of the solution" not "part of the problem" when dealing with any and all issues involving my child. If a problem should arise, I/We agree to work with the teacher and/or administration to resolve it.

(Matthew 18:15-17)

I/We adhere to the CTCS Behavior Management Program and Discipline Policy as outlined in the Parent Handbook, which honors God and grants authority to the teacher to discipline

as needed.

I/We understand that failure on the part of my/our child to obey school rules and regulations may result in a warning, time out, detention, staff or administrative conference, consequences, referral, suspension, or expulsion as outlined for each age group in the Parent Handbooks.

I/We understand that my/our child will be subject to age-appropriate discipline, as outlined in the Parent Handbooks and as determined by school administration, including possible expulsion from CTCS if my/our child uses obscenity in word or action, is disrespectful to school personnel, is destructive of school property, is consistently a physical danger to other children or teachers, (biting, hitting, pinching, throwing toys and/or furniture), commits harassment/bullying, commits acts of theft, is participating in the use of illegal drugs or alcohol, or other such reason at the discretion of school administration.

I/We agree:

To support the school with timely payment of tuition as set forth in the Enrollment Agreement.

To communicate with my/our child's teacher as necessary about events or issues, which are important to the well-being of my/our child and may affect his/her school experience.

To participate in parent-teacher conferences, Back-to-School Night, and school events or performances in which my/our child is a participant (Christmas program, Science Fair, etc.)

I/We know it is my/our responsibility to read the Parent Handbook and follow the policies and procedures outlined in the handbook (visit [www.citytree.org](http://www.citytree.org), or stop by the school office).

I/We understand that by enrolling my/our child at CTCS, I am/We are also making a commitment to be supportive of the vision and philosophy of this school. I/We have read the above Parental Responsibility Agreement that outlines the responsibilities I/We have as a parent of this school. If I am/We are unable to fulfill any of the obligations that come up throughout the year due to extenuating circumstances, I/we know it is my/our responsibility to notify the school office in advance. A lack of commitment to these obligations could result in loss of priority registration or termination of enrollment.

\*\*\*All parents have signed their Parent Responsibility Agreement as part of their enrollment.

### **BEHAVIOR MANAGEMENT PROGRAM and DISCIPLINE POLICY**

The City Tree Christian School (CTCS) Behavior Management Program seeks to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We also strive to develop responsibility within our students. Positive self-esteem is promoted by providing students with opportunities to view themselves as capable, responsible, and worthy individuals.

You are the most important person in your student's life, and your support of our Behavior Management Program and Discipline Policy is essential. With your help, we as a staff will do everything we can to motivate and encourage students to be and do their best.

### **We Believe That:**

Each student has a right to learn.  
Each teacher has a right to teach.  
Respect for authority is essential.

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 predetermined date and the results shared and evaluated with the teacher and directors.
4. The school and parents 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 predetermined date passes with no progress made toward seeking outside help, the child will be asked to leave the school.

### **ABSENCE POLICY**

Please call or send a message through Brightwheel 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 school 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: Page 22

1. Fever of 100 degrees F or higher within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours. For example, if your child vomited at 8am on a Tuesday, they cannot return to school until Thursday morning.

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

If your child is not well enough to attend school in the morning, they should remain home for the entire school day and not participate in any after school or extra curricular activities.

**\*Children sent home with a 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 lookout for symptoms and get their child prompt medical attention.

## **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.
5. The medicine must not be expired.
6. When no longer needed, medicine should 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 form area of the school office) and give the form to the office.
2. Bring medication to the office. Do not leave it in a backpack or on the teacher's desk. Please inform your child's teacher (preschool- 5th grade) about the medication.
3. Medication will be administered by an assigned staff member once per day only at lunch hour.

**If these guidelines are not followed, medicine will not be administered. Staff is not allowed to administer any over the counter medication or ointments without 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.

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. The lost or damaged library book fee is \$25.

### **TECHNOLOGY USE POLICY**

Pre-K children will have the opportunity to sometimes use computers and tablets in the classroom with access to programs that are used as a support tool along with hands-on learning to enhance pre-reading and pre-math skills. They will be given instructions about appropriate use of the computers. Failure to follow the rules may result in the child being excluded from computer use.

### **PERSONAL ITEMS**

We ask that children not bring toys from home unless requested by a teacher. Toys can sometimes be lost or damaged, cause unnecessary distractions, and at times, challenges between classmates.

## **STUDENT LIFE**

### **Clothing Policy**

To ensure the safety, comfort, and readiness for various activities, the following guidelines should be followed:

- **Comfort and Mobility:** Clothing should allow for easy movement and play.
- **Footwear:** Closed-toe shoes with non-slip soles are recommended. Sneakers or other comfortable, supportive shoes are ideal. **NO** Sandals or flip-flops, as they do not provide adequate support or protection for active play.
- **Simplicity in Dressing:** Choose clothing that is easy for preschoolers to manage on their own, like elastic waistbands and simple fastenings.
- **Weather-Appropriate Attire:** Dress children in weather-appropriate clothing. For cold weather, include layers and warm outerwear. For warmer weather, opt for light, breathable fabrics and sun protection.
- **Name Tags:** Label all clothing with the child's name to prevent lost items and mix-ups.
- **Spare Clothes:** Provide a change of clothes for each child, including underwear, socks and shoes in case of spills or accidents.

### **CALENDARS & SPECIAL EVENTS**

City Tree Christian School has a robust calendar of engaging activities in which our students and families participate. These activities provide learning opportunities, promote community growth, and raise funds to help support our special programs. Fundraising events are hosted by our PTO and the school staff and community come together to volunteer, plan and participate in the activities and events offered. Calendars are available on our school website ([citytree.org](http://citytree.org)) and email update. Our google calendar is a dynamic calendar that all parents are encouraged to follow. Please reach out to the school office for copies of the calendar or information on how to access the google calendar.

### **SNACKS & LUNCHES**

Parent(s) should provide their child with a healthy morning and afternoon snack and a lunch. We suggest small, nutritious snacks such as cheese, fruit, vegetables, etc. Sweets or bars with chocolate or candy are not appropriate snacks.

Please minimize desserts (foods high in processed sugar) in your child's lunch. Gum, candy, sodas, energy drinks of any kind (such as Prime), nuts, or seeds in the shells are prohibited and if found in lunches will be sent home. Do not send anything in glass containers. Please label all lunch boxes, bags, and containers.

**Preschool students' lunches may be heated up in the classroom unless otherwise indicated by your child's teacher. Please keep your child's lunch cool with an ice pack inside the lunchbox.**

## Hot Lunches:

City Tree partners with an outside company to provide our hot lunch program. All orders and payments are done through an account you create with, the food is then delivered and distributed at school.

## Students without a Lunch:

Parents are responsible for ordering or packing lunch for your student every day. Parents are also responsible to provide their students snacks every day. Please make every effort to pack your child's lunch or drop off a lunch for your child when it's forgotten at home. If a student does not have lunch, the parent will be called and asked to bring or order lunch for the student. In the event that it is impossible for the parent to provide a lunch, an emergency lunch will be provided. When an emergency lunch is issued, the student's incidental account will be charged \$10 for the price of the food and the time spent preparing it. Emergency lunches are only available if absolutely necessary.

## NUT FREE POLICY

Our goal is to provide a safe learning environment for all people in our preschool. To support this, our preschool is designated as "nut-free". This policy aims to minimize the risk for children with documented allergies to nut products.

Please do not send in any food items to be consumed in the classroom that contain peanuts, nuts, peanut butter, nut butters, or peanut products. This includes but is not limited to almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts. Peanut butter and peanut/nut products may not be eaten in the classroom and will be sent home uneaten if brought to school.

## Infant lunches

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 breastfeeding 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.**

This is a licensing standard. Parents are welcome to come and bottle feed or breastfeed their infants at any time and use the napping room. Breastfeeding mothers are welcome to use the room to pump and can use the sink/kitchen area to do any necessary cleaning afterwards.

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.

## **CHAPEL**

Preschool students meet together for chapel each week on Fridays at 9:30am. Detailed information about our chapel theme and memory verse program are available on our website and weekly email updates. Parents are welcome to attend chapel. Please contact your child's teacher for instructions.

## **FIELD TRIPS**

During the year, we may take students on excursions to places of educational interest. Details of the trip and permission forms will be sent to parents via email. No student of any age is allowed to leave the school grounds without parent authorization. Most of these trips will cost a small fee. In some cases, the cost of field trips will be added to the student's incidental bill. In the event that the charge is collected via cash, please make payment directly to the teacher, no checks please. Transportation will be via car, van, bus, or walking. Disruptive behavior on field trips will result in loss of the privilege to attend the next field trip.

Parent drivers and/or chaperones are needed for most field trips throughout the year. If helpers are not available, field trips may be canceled. 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 front 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 or taller.

**LIABILITY:** Parent Volunteer Drivers must file a copy of current proof insurance (100,000/300,000 minimum) and Driver's license. If insurance does not meet the minimum, contact your insurance agent, insurance plans can be changed for the day.

## **LABELING**

Please label **ALL** lunch boxes, backpacks, coats and sweaters, books, and shared items brought to school. Help your child remember to take home whatever he/she might have brought to school daily.

## **LOST and 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 be asked to 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 talk 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 could go into the mouth), fragile items, or biting animals. Toys representing violence or disrespect to 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.

## **PARENT COMMUNICATION FOLDERS**

Each student at City Tree is issued a parent folder at the beginning of the school year. These folders are sent home weekly with important information from the school and your child's teacher. Please keep this folder in your child's backpack and review the information in the folder regularly.

## **STUDENT CUBBIES**

- Student cubbies and parent folders 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 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.
- Flyers/announcements/etc. to be distributed to students must first be approved by the school administration.

## **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.

## **FAMILY INVOLVEMENT**

### **PARENT TEACHER ORGANIZATION (PTO)**

All parents are members of the City Tree Parent Teacher Organization (PTO). The PTO meets throughout the school year to plan events and fundraisers that enrich the learning experiences of our students and raise funds for various things such as our scholarship fund and specials programs. Your participation is encouraged. Attending meetings and volunteering with the PTO is a great way to build community among our parents.

### **ROOM PARENTS**

Room Parents are needed for each classroom to help coordinate PTO events and classroom activities. Since room parents must be designated in early September, please see your child's teacher right away if you are interested in serving in this capacity. 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 once a month during the year.

### **FACTS FAMILY PORTAL**

FACTS Family Portal is an online system for parents to access important information regarding billing, directory information, grades (middle school), and more. FACTS Family Portal is where parents can update their contact information, add authorized pick-up people, or change payment methods. To login to FACTS Family Portal, please follow the steps below:

1. Go to <https://factsmgt.com/>
2. Click on "Parent Login" on the top banner and
3. Select FACTS Family Portal
4. Our district code is CT-CA
5. Enter your username and password you set up when completing online enrollment.

Please contact the school office at 619-232-3794 if you do not remember your username or would like to reset your password. We are able to look up your username and can reset your password for you. FACTS Family Portal is a vital resource for parents, and we encourage you to login to your account regularly.

## **AUTHORIZED PICKUP LIST**

Parents may indicate other individuals who are authorized to pick up their children. Authorized pick up people are designated during enrollment. To add or remove an authorized pick up person, there are two steps one with FACTS Family Portal and one with Brightwheel.

FACTS Family Portal:

1. Login to your FACTS Family Portal [factsmgt.com](https://factsmgt.com)
2. Under the "school" drop down menu choose "Web Forms"
3. Click on "Family Demographic Form"
4. Select the "Transportation Form," Make changes and save.

Brightwheel:

1. Login to Brightwheel, and open your child's profile by clicking on their name.
2. Click on the profile button on the top right.
3. Scroll to the Contact

Authorized pick up people must also be given access to Brightwheel in order to check out the student at pick up. Please contact the school office if you need assistance with this process.

## **PARENT-SCHOOL COMMUNICATION**

The following policies and events facilitate parent-school communication:

- 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. If you would like to add additional email addresses, sign-up by going to the school website and scrolling down to the bottom of the page.
- 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.
- Teacher Newsletters provide information specific to your child's classroom.
- Brightwheel is a good way to communicate short messages.
- Your child's teacher will let you know their preferred method(s) of communication: email, Brightwheel, etc.
- All students have a parent folder for school communications that goes home weekly. These folders hold important papers and office messages, notes from teachers, etc. It is important that you check your parent folder each week.
- Back-to-School Morning, Fall Back-to-School Night, and Spring Multicultural 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 classrooms 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

## **BRIGHTWHEEL**

Our drop-off and pick-up procedures include the use of Brightwheel, which is a free app that can be downloaded to any smart phone. You will be sent a link prior to the first day of school, if you already have an account, you can use that account. Please make sure you download the app when you receive the invitation and complete the sign-up process. All students must be checked-in and checked-out on Brightwheel each day.

### **Brightwheel student check-in:**

1. Open Brightwheel app on your phone
2. Press "check in/out". You may check in more than one student at a time
3. Scan QR code, available at check-in gate, office, or classroom door by holding a phone camera over code. Make sure that the entire code fits the frame; adjust as needed.
4. Enter your 4-digit code and sign. Your personal code can be found at the bottom of your profile page.

### **Brightwheel student check-out**

1. Open Brightwheel app
2. Press "check in/out"
3. Scan QR code by holding your phone camera over code. Make sure that the entire code fits the frame; adjust as needed.
4. Press "check out" for the child you are picking up. 5. Enter your 4-digit code and sign

\*Parents that are picking up students from our after-school program will need to scan the QR codes posted at the gate, classroom, or after school location in order to check-out your student. Please refer to the bulletin board located in the stairwell to the right of the school office to pick-up your student at their assigned location during extended hours of care.

Please note that teachers will be using their personal phones for this process also, and if you need any help, they can assist you.

**Community Care Licensing requires that all infants and preschool children be signed in and out daily by a parent, guardian or another adult authorized by the parent or guardian.**

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. Optional conferences are held in the Fall and Spring. You may also request a conference at any time of the year. Simply send a note or email to your child's teacher(s). 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 the teacher is preparing to start the class as it will be difficult for him/her to give you the time and attention you may need.

## **PARENTAL VISITOR POLICY**

It is the policy of CTCS that parents who visit classrooms or assist on campus must first sign-in at the school office in the visitor log and obtain a visitor badge. Parents are invited to come and have lunch with their child and attend chapel, just be sure to check in at the

office when you arrive. City Tree Christian School welcomes and encourages parents to participate in classroom activities, however the teacher/administration has the authority to determine the level of parental involvement in the classroom. Be sure to check with your child's teacher at least 24 hours in advance if you wish to visit the classroom. Major school events or field trip chaperoning do not require parental sign-in.

Parent observation--you may observe our program at any time. Please call in advance so we can be sure your child is not away nature walk, or involved in a special activity. For safety reasons we ask that all visitors sign in and out of the school office.

## **WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS**

### **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 and select "Kroger Community Rewards"
3. Read about the program
4. Scroll down and click on Link your Shoppers Card "Get Started"

Follow the remaining easy steps to enroll. Once you register, you need to identify City Tree Christian School as the organization

### **Scrip Gift Card Orders**

Ordering gift cards through City Tree is a great way to support our school. 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. Purchase gift cards in the school office or order online at [www.raiseright.com](http://www.raiseright.com) and enter our school's name or code 8ACE8B2D32415. Contact the school office with questions 619-232-3794.

### **Box Tops for Education**

Box Tops are no longer accepted in clipped form. Download the Box Top for Education app onto your mobile device. Then tap the scan button and snap a photo of your receipt within 14 days of purchase.

### **United Way**

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