
CITY TREE CHRISTIAN SCHOOL PRESCHOOL PARENT HANDBOOK 2023-2024



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

General Information:

Mission/Philosophy.....	3
Goals and Daily Program.....	3
First Presbyterian Church.....	5
School Office.....	5
School Drop Off & Pick up.....	6
Parking.....	7
Crosswalk.....	8
Animals	8
Security Precautions	8
Emergency Information.....	8
Fire, Earthquake, and Lockdown Procedures.....	8

Admissions and Financial Information:

Preparation for School.....	10
Starting Kindergarten.....	10
Enrollment Policy.....	11
Tuition and Billing Policy.....	13
Occasional Hours of Care and After Hours Charges	14
Receipt for Payment	15
Payment Drop Boxes	15

Calendars and Special Programs:

Ways to Help City Tree Grow-Community Partners	16
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Code of Conduct:

Code of Conduct - Family Support.....	17
Parent Responsibility Agreement	18
Discipline Policy.....	19
Absence Policy	19
Illness Policy	19
Medication Administration Policy	20
Library Policy	21
Technology Use Policy	21
Personal Items	21

Student Life

Snacks and Lunches.....	22
Nut Free Policy.....	22
Chapel	23
Field Trips	23
Labeling	23
Lost & Found	24
Sharing.....	24
Birthdays.....	24
Parent Folders.....	24
Student Cubbies	24
Children's Work.....	25

Family Involvement:

Parental Visitor Policy.....	26
Parent/School Communication.....	26
FACTS Family Portal.....	26
Brightwheel.....	27
Room Parents	28

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 and a member of the Association of Christian Schools International. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

MISSION and PHILOSOPHY

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.

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:

- Time spent learning about God through stories, prayer and worship as well as how God wants us to treat and accept others.

- 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
- Snack, rest and toilet times
- Field trip experiences and neighborhood walks, expanding the classroom into the community
- Music classes for all Preschool students
- Cultivate responsibility by caring for the garden and bearing/eating the fruits of their labor.
- Optional/extra fee services as are available such as after school Spanish, Playball, dance, and piano.

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.

Jan Armstrong	Interim Senior Pastor
Jeff Myers	Associate Pastor
Peggy Gross	Director of Christian Education (Infant through 5 th Grade)
	Director of Youth Ministry (6 th 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

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. Due to varying schedules, if you wish to speak to the Principal 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

- For all K-8 students, medicines must be dropped off at the front desk to ensure that the required paperwork for school staff to administer medicine has been completed prior to leaving the school premises.
- 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.

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 in the use of these machines.

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.

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 be also be charged to your incidental bill.

Precious Miracles drop off:

7:45am – 5:15am Drop off in classroom

Little Blessings and Little Wonders

6:45am – 8:15am Drop off to room 105
8:15am – 8:45am Room 105 or on playground
8:45am – 3:00pm Drop off in classroom

Loving Lights and Son Beams drop off:

6:45am – 8:15am Drop off room 105
8:15am – 3:00pm Drop off in classroom

Heavenly Angels and Lord's Lambs drop off:

6:45am – 8:15am Drop off room 105
8:15am – 3:00pm Drop off in classroom

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 at 3:15pm.

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 pick up:

3:00pm – 3:15pm Pick up in classroom
3:15pm – 4:30pm Pick up on playground
4:30pm – 6:00pm Pick up in room 105

Loving Lights & Son Beams pick up:

3:00pm – 3:15pm Pick up in classroom
3:15pm – 4:30pm Pick up on playground
4:30pm – 6:00pm Pick up in room 105

Lord's Lambs & Heavenly Angels pick up:

3:00pm – 3:15pm Pick up in classroom
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.

ANIMALS ON CAMPUS

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.

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."** Do not hold the door open for someone that you do not know. The third-floor yellow door is an emergency exit only. Do not use this door to exit the school building. 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.

Ways to access City Tree:

Using your code at the gate and main school doors: Enter your 6-digit family code into the keypad following with the * symbol. If your code does 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. Please call the school office at (619) 232-3749 to enter the school if you have forgotten your code during school hours.

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 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.

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 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 offers a challenging preschool program for our students who have not yet been admitted to kindergarten.

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 Payment 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. 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.

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.

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: 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, 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 lost and/or damaged textbooks or workbooks, library books (\$25), emergency lunch (\$10), 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 disenroll the student.

If the student is disenrolled 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 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 Hours of Care

Occasional hours of care (hours outside of your contracted time) may be purchased at the rate of \$8.00/hour for each student on a space-available basis. No partial hours are available. As needed, 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.

Parents who pick-up their students after their contracted pick-up time (3:00pm, 3:15pm, 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.

After-hours Overtime charges

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. 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.

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. 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.

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. 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"
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 DROP BOXES

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

Some fees for school, student council, or PTO events may be collected in the payment mailboxes in the 2nd floor hallway outside the school office. Other school fees will be charged to your incidental bill.

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
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. Order online at www.raiseright.com and enter our school's name or code 8ACE8B2D32415. Contact kellytompkins.citytree.org with questions.

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

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

CODE OF CONDUCT

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 discipline policy of the school as outlined in this section of 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 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 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 discipline policy, which honors God and grants authority to the teacher to discipline as needed. (See Parent Handbooks)
- 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, office 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 suspension/expulsion from CTCS if my/our child partakes in:
 - Use of foul/abusive language, Student harassment/bullying as outlined in the K-8 Parent Handbook; Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on walls, bathroom stalls, or furniture; Malicious theft of school, staff, or school property; Willful Defiance; Disrespectful, consistently a physical danger to other students, teachers, or staff, purposeful and/or repeated disregard for a staff member's instructions; Fighting; Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 Parent Handbook.
 - Extreme unacceptable, dangerous, continued severe behavior problems, and/or the lack of parental support may result in asking the student to leave City Tree Christian School permanently.
- To support the school with timely payment and tuition as set forth in 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, 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*****

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 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 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 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 plan 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 100 degrees F 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 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 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 EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER 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. Your child misses a valuable learning opportunity when they do not return 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.

STUDENT LIFE

SNACKS & LUNCHES

Parent(s) may provide their child with a healthy morning snack and lunch. K-5th grade students eat this snack at their morning recess and middle school students have a mid-morning nutrition break. We suggest small, nutritious snacks such as cheese, fruit, vegetables, etc. Sweets or bars with chocolate or candy are not appropriate snacks. Parents whose children attend our after-school program must also provide an afternoon snack.

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. Any item needed for eating lunch should also be provided such as spoons and forks – we do not provide these items. It is not possible for lunchtime assistants to supervise what every student eats on a daily basis. Please label all lunch boxes, bags, and containers.

Lunches may not be heated up on campus. Refrigerators are not available for student use. Hot and Emergency Lunches

City Tree partners with Wholesome Food Service (WFS) to provide our hot lunch program. Wholesome Food Services offers a variety of great lunch choices from local restaurants. All orders and payments are done through an account you create with WFS, the food is then delivered and distributed at school.

Parents are responsible for ordering or packing lunch for your student every day. Parents are also responsible to provide their students snacks every day, no matter how lunch is provided. Please make every effort to pack your child's lunch or drop off a lunch for your child when it's forgotten at home. Students without any food to eat will be given an emergency lunch from supplies purchased by the school office. Emergency lunches are only available if absolutely necessary. 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.

NUT FREE POLICY

Our goal is to provide a safe learning environment for all people in our preschool. To support this, our preschool 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 not limited to almonds, Brazil nuts, cashews, hazelnuts, macadamia nut, 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 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.** 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.

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 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 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 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 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 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

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-SCHOOL COMMUNICATIONS

The following policies and events facilitate parent-school communication:

- Teacher Newsletters and/or emails are the best way for you to stay informed about class and school news and events.
- Our weekly email updates and the website (<http://www.citytree.org>) are a great way to stay informed and learn about upcoming events. Middle school students and families will have access to grades on FACTS Family Portal <https://factsmgmt.com>
- Parent Communication 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.
- 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. These meetings are also an opportunity for parents to earn Parent Participation hours and find out more ways you can volunteer.

FACTS FAMILY PORTAL

FACTS Family Portal is an online forum for parents to access important information regarding grades, directory information, billing, 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://factsmgmt.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 can 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.

BRIGHTWHEEL

Our touch-free 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. Teachers and staff will also communicate with you through Brightwheel. Please make sure you download the app when you receive the invitation and complete the sign-up process.

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 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.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. They are required following the end of the first academic quarter. Report cards will not be given out until the conference is completed. Optional conferences are held in the spring. You may also request a conference at any time of the year.

FAMILY PARTICIPATION PROGRAM

Our classes, student programs, and Parent Teacher Organization (PTO) events need your support to be effective and successful. In an effort to encourage that kind of support, all K-8 families are required to participate in the CTCS Family Participation Program. This is a mandatory program that renews each school year.

- All families of students grades K-8 must participate.
- Minimum requirement is 20 hours per year.
- Participants must be 18 or over.
- Hours must be completed by March 31 of each school year.
- Parents are responsible for keeping track of their own hours in FACTS.
- Families who do not meet the 20-hour minimum will be subject to a \$250 fee due in May. Families must complete the entire 20 hours to be eligible for the \$250 fee waiver. Partial waivers will not be given.
- If you are unable to complete the participation hours, you may choose to opt out at the beginning of the school year. Each tuition account for families who opt out will be charged a \$250 fee in May of the school year.
- Families with more than one K-8th grade child are only required to complete 20 hours total.
- When hours have been earned parents can record hours on FACTS Family Portal. In the notes section please record the staff member you worked most closely with.

The following is a list of possible participation opportunities:

1. Help in a classroom, including, but not limited to, driving on field trips, preparing supplies for projects or assignments, grading papers, working with students, supervising activities, etc.
2. Performing Room Parent duties such as organizing class activities/parties, working on the Christmas program, etc.
3. Attending PTO meetings, serving on PTO committees for such activities as Fall Festival, Gala, fundraising, etc.
4. Assisting with school-sponsored activities such as basketball, King's Daughters, or choir.
5. Assist in the office with clerical tasks.
6. Help with school events such as assemblies, field trips, picture days, mile runs, etc.
7. Help in the library or at the park.

This list represents just a few opportunities to get involved. Specific school-wide opportunities are often posted on the bulletin board outside of the office or in the weekly email update. If you desire to volunteer in any capacity, or if you have other ideas of how you might assist our school, please make arrangements in advance so that we can take full advantage of your help.

To find where to record your hours please follow the directions below:

It is recommended you familiarize yourself with where to enter Service Hours for the 2023-2024 school year. You can record your hours by logging into your FACTS Family Portal, click the "Family" section, and begin entering your service hours by clicking "Add +" found at right hand corner of the screen.

ROOM 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 homeroom teacher (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 once a month during the year.