

# 2015-2016 Preschool Parent/ Student Handbook



*"Connecting Competence and Compassion since 1979"*



# Sunnyvale Christian School

*Connecting competence and compassion*

## A Welcome from the Administrative Team

Dear Families,

Welcome to the 2015-2016 school year at Sunnyvale Christian School. It is a pleasure to join each of you for this school year and we are expectant of God's richest blessing and provision for this school ministry and for each of our families. It is our joy to partner together with you providing a safe, loving place dedicated to the educate of your children. Please communicate with us so we can more thoroughly partner with you for the betterment of your children.

It is our hope that the Parent-Student Handbook will assist you in your journey at SCS. Please review this handbook closely and use it as a reference for school policies and procedures. Our prayer and intent is for you to see that our hearts are dedicated to providing a loving environment for all who walk on the campus. We encourage you to get involved as much as possible.

Please fill out the "Time and Talent" (TnT) volunteer form and return to your classroom teacher. We are better together!

When you and your child(ren) have read and discussed this handbook, please sign and return the Parental Agreement Form (on the last page) to the school office.

Please join us in praying for God's leading and anointing at SCS.

We are humbled and honored to be serving,

Leanna Christie, Elementary, Principal

Margo Dickson, Vice Principal and Pre-school Director

Lorraine McLintock, Office Manager

### **Mission Statement**

The mission statement of *Sunnyvale Christian School* is to lead students and their families to Jesus Christ by providing quality Christian education. We strive to assist students toward a balance of personal commitment to Jesus Christ, intellectual competence, and healthy personal development.

### **Vision Statement**

Students from *Sunnyvale Christian School* will exhibit the qualities of Jesus Christ in their daily lives. They will not only testify a faith in Jesus Christ as their personal Lord and Savior, but they will also manifest this faith in how they love other people and the world in which they live.

### **Purpose Statement**

*Sunnyvale Christian School* exists for the purpose of furthering the Gospel of Jesus Christ first to our local community, then to our surrounding area, and then to every nation and tribe of the world. It is our purpose to honor Christ in every class and in every activity.

### **Philosophy of Education**

#### Expected Student Outcomes

We have the following goals for all students at *Sunnyvale Christian School*. We expect our graduates to:

1. Be examples of confident, responsible, and community service oriented Christians.
2. Manifest the moral and ethical teaching of God's Word in their conduct.
3. Think for themselves, standing up for personal convictions in the face of pressure, while respecting the views of others.
4. Understand that God gives people free will, so choices have consequences and they would see to make good choices in order to enjoy positive consequences.
5. Acquire the knowledge, skills and attitudes necessary to contribute in society striving to improve the values of their world.
6. Learn citizenship, exemplified through courtesy, respect, honesty, obedience, self-control, responsibility, involvement, enthusiasm, and acceptance of correction.

## Statement of Faith

### We believe ...

1. The Bible is our primary authority (2 Timothy 3:15, 16). SCS will be a school that studies, teaches and seeks to obey the Bible. We will honor the Bible as God's Word and trust it as the final infallible authority on all matters of faith and practice.
2. There is one God, eternally existent in three persons (Father, Son, and Holy Spirit), the Trinity. **"Therefore go and make disciples in all nations, baptizing them into the name of the Father and of the Son and of the Holy Spirit." (Matthew 28:19)**
3. In the deity of our Lord Jesus Christ. He is to be honored as head of the church (Colossians 1:18). We will seek to follow Jesus in all we do. School leadership will pray about all decisions and seek unity, listening for the voice of Christ.
4. All people are created in the image and likeness of God and are to be treated with respect (Genesis 1:27). We affirm the blessings of our multicultural world, and welcome people from every race, nationality, language group and culture into our school.
5. The Triune God (Father, Son and Holy Spirit) is to be praised. We know that God is seeking people to worship Him in Spirit and in truth, and will strive to promote Spirit led worship (chapel), held every Thursday, with sincerity and passion (John 4:23). Each class is responsible for leading chapel at least once during the school year.
6. Prayer is to be our lifeline to God (Philippians. 4:6). We will strive to be a praying school, living in relationship with God and seeking to hear his voice. We will praise, thank God, and seek His provisions for all our needs.
7. We are to love each other, live in forgiveness, seek healing and personal growth (1 Peter 4:8). When we have wronged others, we will confess our sin and seek forgiveness. Whenever we feel wronged, we will care enough to confront each other in love, and take the proper steps (Matthew 18: 15-17).
8. In the works of Jesus, he is our example (John 14:12). Jesus proclaimed and demonstrated the Kingdom of God. In his name we will pray for the sick, preach the gospel of the Kingdom, deliver the oppressed from demons and bring comfort to the downtrodden. We will do these things trusting in God, relying on the power of the Spirit and in the name and authority of Jesus.
9. In the value of missionary work. We will prioritize helping people to get into a right relationship with God (Matthew 28:19). Honoring God by making disciples of Jesus Christ is the purpose of the school. SCS will strive to reach the lost in all the world by helping locally, nationally, and globally. Students take an active roll in donating items for those less fortunate, raising money for missionary work, and talking to others about Jesus Christ (Matthew 25:35-40).
10. Every believer is to be a minister of Jesus Christ. We practice the truth that every Christian is called to service in and through the church by encouraging every student to discover their spiritual gift and find their place in life (1 Peter 4:10; 1 Corinthians 7:7; 12:4-11).

## **Admission Philosophy, Policies, and Procedures**

*Sunnyvale Christian School* is open to anyone interested in securing a Christian education, from preschool through fifth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by *Sunnyvale Christian School* rules. It must always be understood that attendance at *Sunnyvale Christian School* is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students should want to attend *Sunnyvale Christian School* and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They shall agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

*Sunnyvale Christian School* admits students of any race, color, religion, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in admissions policies, scholarship programs, and other school-administered programs. *Sunnyvale Christian School* reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with *Sunnyvale Christian School* administration and to abide by school policies. Admission is based on a genuine commitment to a Christian education on the part of both student and parents. Priority will be given to returning students and their siblings.

To apply for admission to SCS, please submit:

1. Completed application form.
2. Signed parental agreement form.
3. Completed immunizations record and physician's report
4. Tuition Agreement form.
5. Consent of Medical Treatment.
6. Student Personal Information Web Release Form
7. Earthquake/Disaster Contact Information Form

## **Tuition**

Tuition is paid monthly, starting in August and ending in July. If you would prefer to make one yearly payment paid by August 1 you will receive a 5% discount. SCS also offers Crosswalk Community Church members a 10% discount. For families with more than one child enrolled as a student at SCS we offer a 15% for the second child and 20% for the third child.

Tuition is due on the first of each month and is considered late after the fifth of the month. A late fee of \$20 will be applied on the sixth of each month if the account has a balance due.

All payments will be submitted through FACTS management. The tuition payment is due on the 1st of each month. You will receive log on information through email.

Financial aid is also available for a limited number of students on a case by case basis. To obtain financial aid, the financial application form must be submitted to the school office with a copy of the previous year's income tax return.

Registration Fees are non-refundable. You must register as soon as possible for the next year's program to include paying your registration fee in full. Please see Margo for more information on registering for the next year of preschool. After the Open House in February of each school year we will bill over the next four months (March-June) for next year's registration fee. We assume that every family will remain in the SCS program; therefore, we bill the cost of registration over four months. This does not eliminate the need for an accurately completed registration packet, so please submit this as soon as possible. By making these payments you do guarantee your student's slot in next year's class. If you are not planning on attending the following year, please talk with Margo to decline payment of this registration fee, and decline the slot for your child. If you are unsure of your plans for the upcoming year, it is best to discuss with Margo to avoid making any non-refundable payments.

### ***Student Withdrawals***

We strongly encourage you to keep your child at the school throughout the entire program ending in the 5<sup>th</sup> grade. We understand that this may not be possible in all circumstances, so at a minimum we highly encourage students to remain at SCS for the entire school year once you have enrolled. However, we are aware that emergencies do take place. We require a two week notice for any student who withdrawals before the end of the school year. Your tuition will be prorated once you turn in the student withdrawal form has been received by the school office.

### ***School Hours***

***Monday -Friday 7:00 a.m. - 6:00 p.m.***

***Part-time hours are from 8:00 a.m.- 12:30 p.m. or 3 full days***

### ***Student Time Sheets***

We have a time sheet for each student enrolled. The names are in alphabetical order by class. In order to ensure security and accountability, it is mandatory for each student to be signed 'in' and 'out' each day, recording the time along with the full signature of the approved adult dropping them off or picking them up. In case of an emergency the time sheets will be used as attendance records. Students may not be dropped off in the parking lot or picked up at any gate. Proper sign-in and out procedures must be followed at all times.

If you pick up your child for lunch or for an appointment during the school day you must inform the office. You must sign your student out and then back in if you take them off campus during the school day. This is imperative to ensure every child's whereabouts and safety at all times.

### ***Parent/Teacher Communication***

This is an area that we as a school community highly value and want to ensure is happening frequently and satisfactorily; we ask that you partner with us. If we have a concern about your child in terms of his/her academics, behaviors, or other area of development we will be contacting you to set up a parent-teacher conference. If necessary, the Preschool Director will be available to assist. We ask that you make yourself available so that we can partner together for the betterment of your child.

If you have a concern about your child, your child's teacher, or a situation in which your child was involved, please take the appropriate first step of talking with your child's teacher in a professional manner. If you still have concerns after discussing with your child's teacher please bring this to the attention of the school office. We appreciate you letting us know about your concerns and will seek a solution as quickly as possible. It is our heart to have open lines of communication. Please do not hesitate to talk with us about what is on your heart.

### ***Student Release Authorization***

Your child will only be released to those so named on your child's emergency information form or an authorized pick-up form. **Verbal permission is not legally sufficient.** The names of any adult authorized for pick-up MUST be in writing, or we will be unable to release your child. A temporary authorization pick-up form is available in the office. If you need to add an additional name to your emergency information form, please see the office staff.

### ***Late Pick Up***

The school closes at 6:00 PM. Students must be picked up by 6:00 PM. We give a grace period of five minutes; therefore, after 6:05 PM you will be charged a \$1.00 for each additional minute until 6:30 PM, then \$2.00 per minute after 6:30 PM. We realize that emergencies do occur from time to time; however, if a student is left an hour beyond closing time, and no contacts have been made, then the school is obligated to report the situation to the local Police Department as child abandonment. Please stay in close communication with the school and ensure your contact numbers and emergency contact numbers are always up to date and accurate.

### ***Health Rules***

1. It is imperative that parents respond to phone calls immediately concerning their sick child. Immediate parental attention is required in the case of illness accompanied by high temperature or physical injury.
  - a. **Students who are ill must be picked up immediately.** In addition to their own discomfort, they can expose other students and adults.
  - b. Students that have a fever of 100 degree or higher or shows signs of significant illness must be taken home immediately. **They can return to school when fever has been gone for 24 hours, without the help of medication.**
2. SCS does not administer non-prescription medicine. **All prescription medicine must be checked in the school office and recorded in the medicine book.** It is imperative that you notify the office staff when you sign in medicine. Children are not to be sent to school if they are not well enough to go to the playground or participate in class.
3. **Communicable diseases such as Strep Throat, Chicken Pox, Measles, Scarlet Fever, etc. must be reported to the school office so that an exposure notice can be posted.** The child must also pass the contagious stage given by the doctor before the student may return to school. If the school detects the student may not be ready to return, the parent must get a re-admittance slip from the doctor. The school assumes the parent will use wisdom and discretion when their child has experienced a communicable disease.
4. In the event of lice outbreak:
  - a. Child must be picked up immediately.
  - b. Office must check student's hair before returning to class.
  - c. Child may not return to class until all the eggs and nits are out of hair.

## **Emergency Drills & Procedures**

While we have done a great deal at SCS to make the facilities and grounds safe, and to prepare the students and staff to respond effectively to emergencies, the families of our students must be our partners in this effort. We want to briefly summarize some of the important emergency drills and procedures. If you would like to read through our *Emergency Procedures Handbook* please make your request to the office so we can get a copy for you.

Every student must have a complete file with *Consent of Medical Treatment* and *Earthquake/Disaster Contact Information Form*, to assure proper medical care of each student should an emergency arise. Promptly report any updates to your information.

In case of a medical emergency, the witness to the accident will call on the office or any other the witness to the accident will call the office and/or any other staff member trained with First Aid/CPR to assess the situation. The nearest available staff member will call 911 if deemed necessary. The student's parent's will be notified of the accident.

Below, we have listed a summary of procedures we follow during emergencies. In all cases, the priority is the safety of the children and staff.

In setting effective protocol, we ask that you also do the same in your household for your families safety.

In the case of a Bay Area earthquake or natural disaster, students will be kept at school until a parent or authorized adult collects them. It is imperative that the authorized person speaks with the teacher or designated staff member supervising your child/ren so we maintain accurate accounting of all children. Please plan how your family will respond to major disasters, assuming the telephone lines may be down and public transportation may be in disarray. Please refer to our *Emergency Procedures Handbook*, available in the office. We trust you will also practice earthquake and fire drills at your home as we partner together for the safety of our children.

Fire drills are conducted once a month.

Earthquake drills are conducted once a quarter.

Evacuation drills are conducted twice a year, without leaving the campus.

1. Fire Drill: students and staff walk quickly and quietly out of the building, following posted exit routes, and form as a school in the back of the parking lot for accountability.
2. During an earthquake drill:
  - a. Stay clam.
  - b. If indoors, stay indoors, stay put and “drop, cover, and hold” for one minute or until shaking stops.
  - c. If you are outdoors, stay outdoors. Move to an open area away from power lines or poles.
  - d. Move away from windows or other large hazardous objects.
  - e. Squat down, tuck head under, and place hands and arms over head and neck to prevent injury.
  - f. Calmly move away from the building to the back of the parking lot. Be prepared for aftershocks.
3. Each teacher has an Emergency Pack by the door which includes an emergency roster of parent contact information. Please keep your teacher and the office informed of any changes of your personal contact information.
4. Evacuation Procedures: after following the procedures for a fire drill and 911 has been called, the students will be initially moved off campus to the apartment complex lawn at the end of Valencia Street. If necessary, the students will be relocated to either the Sunnyvale Public Library or Washington Park where they will be cared for. As soon as possible, we will contact parents to notify them of the situation.
5. We will contact parents regarding emergencies, specifically for an injured child. We want to inform parent’s as quickly as possible, but please realize that the first and foremost priority is the safety of the children.
6. In an emergency, our alternative meeting place is either the Sunnyvale Public Library, located at 665 W. Olive Ave. Sunnyvale, Ca. 94086 or Washington Park located at 840 W Washington Ave. Sunnyvale, CA 94086. The library’s phone number is (408) 730-7314 and Washington Park’s phone number is (408) 730-7751.
7. For more information on our emergency procedures, please refer to the Emergency Procedures Handbook in the school office.

### ***Student's Personal Property***

All clothing and school items (lunch box, backpack, etc.) must be clearly labeled with each student's name. Please use either permanent ink or clothing labels. The school is not responsible for items left on the school premises, but will make every effort to move left items to the lost and found box for parental pick-up.

1. No personal toys, games, or electronic devices are allowed on campus. The only exception would be if the teacher has a class function, activity, or reward system that allows students to bring such items. .
2. No weapons of any sort are allowed on the campus.
3. The school is not responsible for student's personal items and request that students do not bring valuable items to school. Personal items may not be stored for prolonged periods of time.

### ***Parent Participation***

At SCS, we strive to build a healthy and loving family. We greatly value the parents as senior partners in our ministry together to educate the whole children. We highly encourage parents and/or caregivers to volunteer at the school to assist in the community life of SCS. Volunteer opportunities are available in the classroom, around the campus, and at special events. Throughout the year special events are designed to bless the children and enhance their school experience. Parents are highly encouraged to attend and show an active interest in their child's overall performance. These events include but not limited to: Back to School BBQ, Walk-a-Thon, Christmas Program, Open House, Parent-Teacher Conferences, Class Field Trips, special class events, and fundraiser opportunities. Please see the school year calendar for the dates of these events.

SCS Fundraisers support the following projects: playground improvements, facility and program upgrades, staff investment, and class room funds.

### ***Holidays***

SCS will be closed for the following holidays: Labor Day, Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Easter Break, Memorial Day, Independence Day, and other designated Teacher "in-service" days. Please mark your calendars using our school year calendar.

## **School Rules**

### Inside Rules

1. Use quiet inside voices.
2. Keep hands and feet to yourself.
3. Listen to the teacher.
4. Respect each other.
5. Must be excused by teacher before leaving with parent.

### Lunch Rules

1. Sit properly
2. When getting your lunch heated, wait attentively for your lunch
3. Must be excused to use the bathroom.
4. When lining up, stand in a straight line.

### Outside Rules (all of the above and these:)

1. Treat others as you would like to be treated.
2. Show respect to your teachers.
3. Rocks, sand, and tan bark must stay on the ground in the yard.
4. Rocks will not be picked up or thrown.
5. Share the play equipment and toys, not food, with your neighbors.
6. Sit on your bottom while on the swings. Swing straight and stay on your seat.  
No jumping from the swings.
7. Use equipment properly and put away when through.
8. Use balls safely and appropriately (does not put others in harm's way or the game will be stopped); no throwing against walls; report all balls that go over the fence or on the roof.
9. Stay within the fenced in area, remaining on school premises, unless authorized to leave by the teacher.
10. Student must be excused by a teacher when being picked up by their parent.
11. Stay in view of your teacher at all times.
12. Always walk when playing on the play equipment.
13. Speak words of peace to one another.
14. Play in peace with one another. This means no games that lead to physical contact or aggression whether in word or deed.
15. Slides are to be used properly; feet first, on bottom, going down only.
16. Eating is only allowed when sitting on a bench or at a picnic table.
17. Restrooms are to be used properly (No sand or toys).
18. Freeze in place when you hear the bell rung.
19. All sand toys must remain in the sand box area.

## **Lunches & Snacks**

Please provide nutritional lunches and snacks for your student/s. Avoid packing candy and empty carbs, which cause anxiousness and do not help children to focus and learn. If you are providing lunch make sure it is clearly marked with student's name. If the lunch has a "warm-up" in it, ensure the container is microwaveable.

## **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. As students of a Christian school, we believe that the children should be taught about God, and how to honor God through their words and deeds. We teach the children a higher standard of conduct and then give them the appropriate encouragement and example to behave accordingly. As a Christian school, we want every child to experience the love of God through Jesus Christ so that they can share that love with their family, community, and world. These expectations of the students apply to the time that students are in school, at school activities, and the time they are away from school. We believe we are to embody Christ in all that we say and do, so that God may be glorified.

## **Student Discipline**

We strongly believe in discipline, love, and guidance.

We believe that as followers of Christ:

- a. We should not ignore any situation requiring discipline.
- b. We should communicate that Jesus loves each child, regardless of what they do, and that learning to make right choices is best taught through consequential discipline for making wrong choices.
- c. We should be respectful, consistent, and honest to hold children responsible for their behavior. God emphasizes in the scriptures, "I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go" (Isaiah 48:17).

## **SCS discipline policy:**

We expect full cooperation, trust and support from all staff and parents.

- a. First time, his/her name is called; eye contact is made and held. Redirection is the first step. Second time, same procedure and the child will be separated for a time to regroup. Third time, the child will be in a time-out. A minute per age of child.
- b. We will consider the student's holistic development and behavior in the classroom, in other classes, as well as in the lunch room, recess. We will develop a plan to build character and confidence in the student and modify the behavior that has been inappropriate.

SCS will not tolerate **profanity or obscenity** by work or action, **disrespect** to any personnel of the school or towards parents, or **acts of aggression or violence** toward any person.

SCS will not tolerate **physical fighting** (fighting is defined as a physical encounter between more than one student, where, in anger, at least one of the children hits, kicks, bites, or uses a part of his/her body with the intent of hurting the other child). We take all inappropriate behavior, especially aggressive behavior, seriously and will discern the appropriate discipline in a timely manner.

No **rock throwing**, regardless of intended target, will be tolerated and such an action will result in suspension.

**Damages** done to school or private property will be billed to the parents or guardians of the offending student.

In addition to fighting between students, any act of aggression by a student towards any staff member will require immediately measures.

### ***PARENTS***

1. The school will have the authority to discipline our child when necessary and will encourage our child to comply with all school rules. We further agree that we will cooperate and discipline our child in the home as needed.
2. We will communicate our grievances honestly and directly to those involved and to forget them quickly, in keeping with the principles set forth in Matthew 18 of maintaining a spirit of reconciliation.
3. We will pay for damage caused by our child.
4. We understand that a child who persists in undesirable conduct will not be permitted to remain in the school.
5. We agree to pay all fees and tuition **on time**. We understand that a late charge of \$20 will be applied to any balance still owed after the fifth day of each month.
6. We give permission for our child to ride in chartered transportation, with school parents (with valid driver's licenses) in their private insured vehicles, to walk with authorized adults, or to ride public transportation to any school sponsored events which may be scheduled during the school year. \*It is the teacher's responsibility to notify me of the dates and destinations of such field trips.
7. We give permission for our child to participate in all school activities.
8. We understand that Sunnyvale Christians School does not tolerate profanity or obscenity by work or action, disrespect to any personnel of the school or toward school parents, or acts of aggression or violence toward any person. Harassment of any kind will not be tolerated.
9. We agree that our child will participate in SCS fundraising events.
10. We agree that the school has full discretion in the placement of our child into the appropriate classroom.
11. We have read the Parent-Student Handbook and agree to abide by all rules and procedures explained within.

PARENTAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENTAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_