

# Cayuga **Christian** Pre-School

*Fostering the love of Jesus while providing a Bible-centered education to empower students with the knowledge and skills needed to excel in Kindergarten.*

## STUDENT HANDBOOK

Ashton Stewart  
*Senior Minister  
Preschool Director*

Welcome!

On behalf of our loving Preschool staff, I'm delighted to welcome your family into the Cayuga Christian Preschool family. My name is Ashton Stewart, and I have the privilege of serving as the Senior Minister for the Cayuga Christian Church.

I consider it an honor that you've chosen to entrust your child's preschool education to our school. Two of my three children have graduated from this preschool. And from my family's experience, I'm proud to commend our program to you.

Our teachers will do more than simply educate your children in the fundamentals of preschool education. As a Christian Preschool, we aim to infuse Biblical values throughout all of the lessons we teach. Our mission is to foster the love of Jesus with each student. It is our goal that your student will graduate from the Cayuga Christian Preschool with the necessary skills to begin Kindergarten as well as have gained an understanding of who God is and His incredible love for us.

I hope you'll find all of the necessary information in this handbook to address any questions you may have in beginning the school year with us. If you have further questions, feel free to email myself or one of the teachers. Our contact information is included in the next few pages.

We look forward to growing with your child. We're thankful to God, who has allowed us to have a preschool that puts Him first. And we're excited about what He is going to do this year in the life of your child.

Blessings to you and your family,



Ashton Stewart  
Senior Minister  
[ashton@cayugachristian.org](mailto:ashton@cayugachristian.org)

# TEACHER

## Preschool Teacher

Mrs. Kim Bailey ([kimb@cayugachristian.org](mailto:kimb@cayugachristian.org))



*Kim graduated from North Vermillion High School. She received her Associates Degree from Danville Area Community College in Marketing and Mid-management. She has substitute taught in the North Vermillion Community School Corporation for 5 years and has served as a children's Sunday School teacher for 22 years. In 2015, Kim began her role as the Administrative Assistant for Cayuga Christian Church. She is married and has two daughters.*

# CURRICULUM

Here at Cayuga Christian Preschool, we utilize ABEKA Christian School curriculum which equips preschool students with a readiness for Kindergarten through a Christian philosophy. Upon graduation from preschool, students will be equipped to read through phonics instruction with one and two vowel words in small readers. Children learn number concepts 1 to 20 and counting from 1 to 100. The curriculum includes writing, Bible, art, music, and language development activities. For more information, check out [www.abeka.com](http://www.abeka.com).

# PROGRAM GOALS

Cayuga Christian Preschool exists to educate and motivate students to love learning by establishing key classroom and social norms. Students graduating our program will enter Kindergarten with necessary skills and an understanding of God and His love for us, and be prepared to excel at the next level.

# PARENT NOTICE

The Cayuga Christian Preschool is a ministry of the Cayuga Christian Church. A Parent Notice Form is included in the back of this handbook for you to sign which affirms your understanding of our ministry status.

# CLASSES

Our **Busy Bees class** is for those children who are one year from entering Kindergarten. This class is structured to provide social interaction and Kindergarten readiness skills. Busy Bees meet Monday, Wednesday, and Friday from 9:00am until 12:00pm. (Note: CCP will be unable to offer a 5-Day Track for Busy Bees in the 2022-2023 school year) Upon completion of the Busy Bees class, your student will graduate with a foundational understanding of the core curriculum in preparation for kindergarten. If your child will be four years old before August 1 of the coming fall, he or she will be able to enroll in the Busy Bees class for the coming school year.

Our **Wiggly Worms class** is designed for children who are more than one year away from kindergarten. The Wiggly Worms will begin with the foundations of learning and social interaction. They meet each Tuesday and Thursday from 9:00am until 12:00pm. Children must be at least three years old before August 1 of the coming fall and be potty trained.

# PRESCHOOL HOURS

Preschool begins each day at 9:00am and ends at 12:00pm. Doors open daily at 9:00am for drop-off and remained locked through the remainder of class for safety and security. Late drop-offs can be arranged by calling the Office 765-492-3568. Pickup is at 12:00pm.

# WHAT TO EXPECT

## SUPPLIES

Students are asked to carry a small book bag each day for class. Bookbags with wheels are discouraged as they hard for little ones to handle. Please send an extra set of clothing in a Ziploc bag labeled with the child's name. Parents, please check student folders each evening for notes or accomplishments. All school supplies, field trips, and snacks will be provided by the Preschool with your one-time supply fee.

## DAILY SNACKS

Each day the teacher will provide the class with a nutritious snack. If you desire to provide a celebration snack for the class, please discuss this with the classroom teacher ahead of time to address food and allergy restrictions. As a reminder, if your child has a food allergy, please discuss this with your student's teacher.

# COMMUNICATION

## STAFF COMMUNICATION

The office phone number is (765) 492-3568. Please use this number to contact teachers or staff with concerns or questions. Also, please let us know if your child will be absent or tardy and if transportation arrangements have changed for your child.

You may also email the teacher directly: [kimb@cayugachristian.org](mailto:kimb@cayugachristian.org)

# TUITION & FEES

## COMMITMENT

By enrolling your child at Cayuga Christian Preschool, you are reserving a slot for the 2022-2023 school year. Regardless of sick days or vacation days you will be asked to keep your commitment to pay tuition for this slot for the entire school year.

A one-time supply & snack fee of \$100 is required per student upon enrollment. This fee covers all field trips, supplies, snacks, etc. for the school year.

**Busy Bees three-day** track tuition: \$150 per month

**Wiggly Worms two-day** track tuition: \$110 per month

The first payment is due during Open House and covers August & September tuition. remaining monthly payments are due at the beginning of each month October – May. One payment for the semester is also an option. Payments may be made online, in person, through the mail, or via student folders.

Online Payments: [cayugachristian.churchcenter.com](http://cayugachristian.churchcenter.com) (select Preschool Tuition)

## LATE PAYMENTS

If you are unable to make tuition payments on time at the beginning of the month, please make payment arrangements with the office staff. Failure to make a tuition payment or payment arrangements by the 10<sup>th</sup> of the month will result in a “Late Payment” notification. Failure to make tuition payment or payment arrangements following the initial notification may cancel student’s enrollment and the student will not be able to return until the payments are made in full.

# SCHEDULE

CCC Preschool follows the North Vermillion Community School Corporation calendar.

## SEVERE WEATHER AND SNOW DAYS

When NVCS operates on a two-hour delay, CCC Preschool will operate on normal hours. When NVSC cancels, the Preschool will be cancelled. Snow Days will not be made up.

If there is an emergency closing, parents will be notified by the emergency phone numbers provided. Parents will also be notified of Preschool closings via the classroom SeeSaw app and via text message from the Church (if you are a subscriber). In the event of winter weather cancellations, we do not discount tuition.

## OTHER CLOSINGS

CCC Preschool observes the same holidays and school closures as the NVSC. In the event of an illness outbreak in our community, the Preschool has the ability to shift some of our education into a temporary, online format.

# DISCIPLINE POLICY

We believe that the best discouragement of misbehavior is to encourage good behavior. It is very important that a child's development is nurtured through care, patience, and understanding. However, while caring for your student, we may need to respond to your student's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which could result in injury to other students will not be permitted.

In response to these behaviors, we will not:

- Use threats or bribery for cooperative behavior
- Use physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Engage in humiliation or isolation

In response to misbehavior, we will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior

- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out area, if necessary  
(time-outs not lasting longer than one minute per year of child's age)

If your child's behavior is very disruptive or harmful to himself or other children, we will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Contact the office or classroom teacher to discuss other suggestions for your child and we will work towards a plan that fits your needs.

## SAFETY & SECURITY

### CONDITIONS

Children will be actively supervised with the state required number of qualified and trained adults. The facilities and equipment with which the children are cared for will be free from remodeling, repairs, paint, wires, debris, and by all other descriptions, safe. Our facilities and equipment will be cleaned regularly and kept in a sanitary condition, with any soiled or contaminated items being addressed immediately.

### DOORS

For the safety and security of everyone in our care, all doors, including exit doors and classroom doors, will remain locked during Preschool hours. Should you need to enter the building during Preschool hours, ring the doorbell to the left of the main doors. All visitors are required to report to the Church Office upon entering the facilities.

### PARKING

For the safety of our children, please do not park your vehicles in the drive-through at the preschool's main entrance. Parking spots are available if needed.

### TRANSPORTATION SAFETY

CCC Preschool does not provide transportation to school or other activities regularly. Occasionally we take field trips and parents are always invited to participate.

## DROP-OFF / PICK-UP POLICIES

To best protect students, it is important for our staff to know who will be transporting your child. At the beginning of the year, we will ask you to provide a list of people you anticipate and permit to transport your child. We will verify all individuals before we release the child into their custody. If your child should NOT have contact with a specific adult, please submit supporting legal documentation in order to refuse contact. It is the parents' responsibility to update this list and notify preschool staff of changes.

### DROP-OFF PROCEDURE

When you bring your student to preschool, you will see a FLAGMAN present on the sidewalk by the north doors to let you know when it's time to enter the building. At 8:00 am, and with the GREEN flag present, please bring your student into the NORTH doors to check-in for preschool. If the flag is RED, please remain in your car until our preschool staff is ready to receive students. Upon entering the building, you'll find your student's cubbies where you may leave your student's backpack and coat. Finally, you may check your child in with your student's teacher for class. Parents may exit the main doors.

### PICK-UP PROCEDURE

When you return to pick-up your student, please remain in your car until one of our preschool staff has changed the FLAGMAN's flag from RED to GREEN. Parents will enter the building through the NORTH doors to pick up their student and gather their backpack to exit for the day.

## ACCIDENT/INCIDENT REPORTS

For an injury or emergency situation that occurred during preschool hours that caused potential harm to a student, the parent(s) will be contacted by phone immediately.

An accident/Incident report will be completed by preschool staff to the best of their ability and submitted to office staff by the end of the class day. A copy of the report will be filed in the office and a copy will be sent home to the parents of the child(ren) involved. Please, contact the office staff with concerns.



## VISITORS

All visitors must report to the Church Office upon entering the facilities. Visitors are asked to notify Preschool Staff and/or the Church Office prior to arrival on campus.

## BACKGROUND CHECKS

All Preschool Staff and Regular Volunteers must complete a background check and be approved by the Church Office before working students. This includes all staff, interns, parents, etc. assisting regularly as a volunteer. Volunteers remain visible to Preschool staff at all times and will never be left alone with children. Conviction of criminal activity by any employee is grounds for termination of employment.

Volunteers will respect the privacy of children and are not allowed to help in restroom areas including diapering, toileting, etc. Volunteers are not to handle emergencies, injuries, or dire situations of any sort, such as a behavioral issue with a child.

Exceptions: Irregular volunteers are not required to have a background check. Irregular volunteers are those on campus to attend a scheduled function (i.e., a Christmas party).

## MANDATE REPORTER POLICY

Indiana is a mandatory reporting state. Anyone who suspects a child has been abused or neglected, by state law make, a report to the DCS office. Preschool and Church staff are committed to reporting neglect or abuse of a child or in the home of a child.

# HEALTH AND WELLNESS

## IMMUNIZATION RECORDS

We must maintain a copy of students' updated immunization record. Current immunization records should be submitted with enrollment paperwork.

## MEDICATIONS

Our staff is prohibited to give students medication unless it is an emergency medication, such as an inhaler or epi-pen. If either is to be administered to a student, the parent must provide a doctor's note, tutorial of what is to be expected (both verbal and written) and the medication available in the student's backpack. All medication must be in original containers and a signed medication form must be on file.

## FEVER POLICY

A student with a temperature of 100°F or higher will be sent home.

## ILLNESS CONTROL

It is expected that a child will stay home if displaying any of the following symptoms:

- Contagious skin rash
- Headache or earache accompanied by fever
- Temperature above 100°F
- Excessive runny nose
- Nausea, vomiting, or diarrhea
- Severe allergic reaction (presence of anaphylactic symptoms, etc.) or asthma
- Excessive eye irritation (red, watery, weepy, or pink eyes)
- Sore throat not caused by allergies
- Indication of head lice (scratching)
- Open sores
- Excessive coughing
- Symptoms of seizure or loss of consciousness
- Severe injury that prevents participation in daily normal activities (until mobility and comfort are assured and injuries are properly addressed)

Preschool staff will notify parents and request immediate pick-up if any of these symptoms are present.

## HEAD LICE POLICY

While it is not possible to prevent all head lice infestations, there are steps that can be taken to help reduce the risk. It is our policy that we will do whatever we can to prevent head lice from spreading to other students.

Our teachers will check for lice if a student complains of common symptoms such as feeling movement and tickling in the hair, irritability, itching that can result from an allergic reaction to lice bites, or sores on the head. Routine head checks will be performed by staff if any symptoms are noticed. During a routine head check, every student will be checked so not to isolate certain children.

If a student is confirmed to have lice:

- If only nits (eggs) are found, the teacher will ask the parent/guardian if the student has been recently treated and encourage the family to remove as many nits as possible.
- If multiple live lice are found, the teacher will contact the parent/guardian immediately and request the student not return to school until treatment is issued.

## FOOD ALLERGY

Please make the teacher aware of a student's allergy. All food allergies will be posted in the kitchen area as a reminder for our staff.

## COVID SAFETY

Our Preschool promotes and demonstrates positive hygiene behaviors, including frequent and thorough hand washing, covering a cough or sneeze, and not touching one's face. Hand sanitizers have been placed throughout our facility. Our facilities receive routine disinfecting and sanitizing, particularly surfaces frequently touched. Staff or students in contact with a positive COVID-19 person, are required to self-quarantine per current guidance from the CDC and State of Indiana Health Department.

## POTTY TRAINING

All children must be potty trained to attend preschool. This includes being able to take care of all bathroom needs (pulling up, fastening pants, and wiping).

We understand that accidents happen, so to be well prepared please send an extra set of clothing in a Ziploc bag labeled with your child's name.

(top, bottoms, underwear, and socks—to be changed out accordingly to weather needs)

# 2022-2023 PRESCHOOL CALENDAR

## August

- 14 Preschool Open House 1pm – 2pm
- 15 First Day for Busy Bees
- 16 First Day for Wiggly Worms

## September

- 05 Labor Day, No School

## October

- 17-21 Fall Break, No School

## November

- 23-25 Thanksgiving Break, No School

## December

- TBD Christmas Program
- 21-Jan 3 Christmas Break, No School

## January

- 04 First Day Back for Busy Bees
- 05 First Day Back for Wiggly Worms
- 16 MLK, Jr. Day, No School

## February

- 17 No School
- 20 President's Day, No School

## March

- 20-24 Spring Break, No School

## April

- 7 Good Friday, No School
- TBD Kindergarten Round-Up

## May

- 18 Last Day Wiggly Worms
- 19 Last Day Busy Bees
- 21 Busy Bee's Graduation (Time TBD)

# PARENT CHECKLIST

PLEASE COMPLETE & RETURN THESE FORMS:

\_\_\_\_\_ ENROLLMENT FORM

\_\_\_\_\_ EMERGENCY & MEDICAL INFORMATION

\_\_\_\_\_ TRANSPORTATION POLICY & NOTICE OF MINISTRY STATUS

\_\_\_\_\_ DISCIPLINE POLICY & MEDIA CONSENT

\_\_\_\_\_ SUBMIT IMMUNIZATION RECORDS

Dear Parents,

We would like to thank you for enrolling your child in our preschool program at Cayuga Christian Preschool. Our staff will be working with your child on many age-appropriate foundational skills. We use the Abeka Christian Preschool Curriculum for each of our classes. This curriculum has proven to be a strong addition to our program. We are so excited for your child to experience a love of learning, a Biblical worldview, and many educational and social interactions that will build a wonderful foundation prior to beginning Kindergarten.

Please read this handbook fully and complete each form (paper or digital). All forms must be on file before your child can begin preschool. The first tuition payment and the supply fee are due at or prior to our open house.

Cayuga Christian Preschool open house will take place Sunday, August 14 from 1-2 p.m. It is not mandatory for you or your child to attend the open house. However, we strongly encourage you to take this time to allow your student to become familiar with our preschool classroom and staff. It is a great opportunity for you to ask questions and gain a better understanding of the preschool program as well as becoming familiar with the staff that will be working with your child. If you have any questions about open house, please don't hesitate to ask.

We are so very excited to have your children with us this school year!

Thank you!

Your Preschool Teacher

# ENROLLMENT FORM

All information will be held strictly confidential and will not be further released.

## STUDENT INFORMATION

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Preferred Name While at Preschool: \_\_\_\_\_

Please list other household members and their relationship to the child:

\_\_\_\_\_  
\_\_\_\_\_

Student Lives with:      Both Parents      Father      Mother      Guardian      Other  
*(please circle one)*

## FATHER/GUARDIAN INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home/cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## MOTHER/GUARDIAN INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home/cell) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# EMERGENCY FORM

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1) Parent /Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Parent /Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

## ADDITIONAL CONTACTS

In case of emergency where the primary adults listed above cannot be reached, the following can be contacted in the order listed below. These adults are also able to transport my child to/from CCC Preschool under normal and emergency circumstances.

	Name	Phone Number	Relationship to Child
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

## MEDICAL INFORMATION

Please list any food allergies your child may have: *(if none, please state as such)*

\_\_\_\_\_

I, \_\_\_\_\_

DO give permission

DO NOT give permission

to CCC Preschool to call an ambulance for extreme emergencies for my child.

I affirm that all medical information listed is accurate and I do give my consents as stated above. I understand changes to the medical information and consent can be made in writing by myself or other guardian of the child at any time. I will help maintain my child's current and accurate immunization records for CCC Preschool records.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TRANSPORTATION POLICY

CCC Preschool does not regularly provide transportation to school or other activities.

Occasionally, we take field trips and we invite parents/guardians to participate by transporting their own children during the trip. When we take a field trip, and the parent/guardian is unable to attend and transport your child, our staff will provide transportation for the field trip only.

We also want you to know that:

- The Cayuga Christian Church vans are properly registered and insured at all times.
- The driver of the van is at least 18 years old and holds a valid driver's license.
- The driver of the van will be a member of the Cayuga Christian Preschool staff and has met all of the State of Indiana eligibility standards.
- The parent/guardian must provide proper car seat or booster seat as is needed for your child as required by Indiana State law.

*This notice does not absolve the Cayuga Christian Preschool from liability for injury to a child while the child is under the care of the Cayuga Christian Preschool if the cause of the injury is negligence or intentional wrong doing on the part of the Cayuga Christian Preschool or an employee of the preschool.*

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Parent/Guardian

## PARENT NOTICES



### PARENT'S NOTICE

State Form 49444 (R2 / 5-17)  
FAMILY AND SOCIAL SERVICES ADMINISTRATION  
OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

Name of Facility: Cayuga Christian  
Preschool, a ministry of the Cayuga  
Christian Church

Address of Facility: 406 South Logan Street, Cayuga, Indiana 47928

County: Vermillion County, Indiana

I understand that the Cayuga Christian Preschool is a ministry of the Cayuga Christian Church and is not licensed under the laws of Indiana. However, I understand that the Cayuga Christian Preschool complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the Cayuga Christian Preschool.

*This notice does not absolve the Cayuga Christian Preschool from liability for injury to a child while the child is under the care of the Cayuga Christian Preschool if the cause of the injury is negligence or intentional wrong doing on the part of the Cayuga Christian Preschool or an employee of the preschool.*

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Parent/Guardian

# DISCIPLINE POLICY

I have read and understand the discipline policy outlined in the handbook.

If desired, use this space to suggest additional techniques to be used with your child:

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\_\_\_\_\_  
Parent/Guardian

## MEDIA CONSENT

*Parent consent for release of student photographs, video images, recordings, and creative works.*

There are several occasions throughout the school year when the school or classroom teachers will have cause to photograph or videotape classroom or school-related activities. These images (*including student photographs, videos, artwork, writing and other creative works*) may be published or distributed through printed or electronic media, including social media sites. Images may also be released to local print media to highlight important or interesting stories associated with the Preschool. Common uses of student images include but are not limited to: **activities/classroom projects; recognition of achievement; promotion of school programs; or celebration of academic or artistic qualities.**

This form is requesting your permission for Cayuga Christian Church & Preschool to publish images of your child at their discretion. Please, indicate your preference below:

For the purposes stated in this letter,

- I **DO** give permission for photographic or video depictions of my child(ren) to be published in school-related materials, used on Church or Preschool social pages, or shared with the local print media as needed.
  
- I **DO NOT** give permission for photographic or video depictions of my child(ren) to be published in school-related materials, used on Church or Preschool social pages, or shared with the local print media as needed.

\_\_\_\_\_  
Parent/Guardian

# IMMUNIZATION RECORD

This form must be updated annually.



## HISTORY OF IMMUNIZATIONS

State Form 49445 (R4 / 4-12)

HISTORY OF IMMUNIZATIONS (Indicate month and year)					
	1	2	3	4	5
DTaP / DT					
	1	2	3	4	
Hib					
	1	2	3	4	5
IPV (Polio)					
	1	2	3	4	5
* Influenza (Flu)					
	1	2			
Measles Mumps Rubella (MMR)					
	1	2	3		
* Rotavirus (RGE)					
	1	2			
Varicella (Varivax)					Month / year
	1	2	3	4	
Pneumococcal (PCV) (Prevnar)					
	1	2			
* HEPA					
	1	2	3		
HBV (HEP B)					
* Not required but highly recommended.					
Name of physician / nurse practitioner completing form (please print)				Telephone number (     )	
Signature of physician / nurse practitioner					
Name of child			Date of birth (month, day, year)		Age
Name of child care facility				County	
ADDITIONAL NOTES AND INSTRUCTIONS					