



**Preschool
Parent/Student Handbook
2019 - 2020**



Cinco Christian School 2019-2020 School Handbook



Dear Parents,

Welcome to Cinco Christian School. It is our goal to teach children Christian values and broaden their understanding of the world they live in through a quality Christian educational program.

Cinco Christian School is a ministry of Cinco Baptist Church. We are located at 26 Yacht Club Dr., Fort Walton Beach, Florida. We can be reached at 850-243-7515.

The Pastor and Ministerial Team encourage you to be an active part of your child's learning experience. Our Director and School Staff is available to you, if you have any questions or concerns.

If our Staff can help you or your family in any way, please contact us. If your family does not have a church home, please feel free to come and worship with us.

Sincerely,

Cinco Christian School Staff



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SCHOOL CALENDAR

Cinco Christian School follows a similar calendar as Okaloosa County public school. We observe most federal and school holidays including, but not limited to: Labor Day, Veteran's Day, Thanksgiving Break, Christmas Break, Martin Luther King Jr. Day, President's Day, Spring Break, and Good Friday.

Day Care will be available on teacher work days. These days will be posted on the School's Calendar given out at Orientation and on our website, www.cincoschool.org. Day Care will be available at an additional cost.

INTRODUCTION

◆ School Program

Cinco Christian School is a private preschool and elementary school.

Our program revolves around teaching children Christian values which center on God, family, and community. Our program institutes a variety of curriculum in all the classrooms. Our curriculum focuses on academics, play, drama, poetry, music, art, health and manners. It is distinctively Christian in its content, and it is academically excellent. The curriculum is available to view at any time in the school office. Field trips are also a part of the learning experience. Trips cover a variety of encounters and we encourage parent participation in classroom activities and field trips.

Cinco Christian School also offers Before and After School Care beginning with children in 3K preschool. Activities include a study hall time for homework, recreation, and games. Before and After School Care is not offered to students in the 2K preschool program or Family Day Out.

◆ History Of Cinco Baptist Christian School

On February 23, 1994, the Staff and Members of Cinco Baptist Church elected to close its Child Development Center which catered to infants through children five years of age. In its place, a new ministry was formed. Cinco Christian School (formerly Cinco Baptist School) opened its doors in August 1994 under the leadership of Dr. Fred M. Evers, with an enrollment of four Kindergarten students and 42 preschool students. May of 2001, brought the first graduation class of 11 students. Presently, our program offers a 2K– 5th grade academically advanced program. In August 2016, the Family Day Out (FDO) program formerly managed as a ministry of Cinco Baptist Church, became a program under Cinco Christian School. The FDO provides Tuesday and Thursday programs for children ages 6 months to 36 months. Information about FDO can be found in the school office.

◆ Mission Statement

The mission of Cinco Christian School is to utilize the distinctive elements of Christian education in order to forge a lasting partnership between school, home, and church so that students will know Christ personally, show Christ in their daily lives, and go for Christ in the fulfillment of the Great Commission (Matthew 28:18-20).

◆ Statement of Nondiscrimination

Cinco Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

◆ Affiliation

Cinco Christian School is affiliated with the Florida Association of Christian Colleges and Schools (FACCS), a state and nationally recognized accrediting association, the International Association of Christian Colleges and Schools, the Southern Baptist Association of Christian Schools (SBACS), National Institute of Learning Development (NILD), and the Southeastern Center for the Enhancement of Learning (SCEL).

ADMISSIONS

◆ Enrollment Procedures

- 1) Complete and sign the application papers and pay the application fee.
- 2) New student family interview required for approval.
- 3) Students entering FDO must be 12 - 36 months upon entry
Students entering K2 must be two (2) years old by September 1st
Students entering K3 must be three (3) years old by September 1st
Students entering K4 must be four (4) years old by September 1st
- 4) Once admittance has been approved, registration fees will be applied according to the date of application.
- 5) Upon enrollment the school will require a copy of the student's birth certificate, a current state immunization form, and a current physical form.

◆ Re-Enrollment

Students are required to re-enroll every year. There are NO exceptions. The dates for enrollment will be posted on the school calendar provided at Orientation and available on our website.

◆ Requests For Teachers

Cinco Christian School does not take requests for specific teachers.

◆ School Records

The school will obtain and keep current the following:

- 1) The child's full legal name, birth date, current address, preferred name, and social security number.
- 2) The name and addresses of the parents.
- 3) Telephone numbers or instructions as to how the parents may be reached during the hours the child is at school. Telephone numbers are to be updated periodically in case of changes.
- 4) Names, addresses, and telephone numbers of persons who can assume responsibility for the child if for some reason the parents cannot be reached immediately in an emergency. These also need to be kept updated.
- 5) Names and addresses of persons authorized to pick up the child from the school. These should be updated periodically.
- 6) A copy of your child's birth certificate.
- 7) A Florida Certificate of Immunization and a Physical Exam.
- 8) A signed and notarized Boarding Pass.
- 9) Custody—in cases where a parent's visitation or contact is limited or prohibited there must be verification signed by a judge on file in the school office.

◆ Up-Dating Record Information

Notification must be made immediately of change of address or telephone number (home or business). It is imperative that we have this information in case of an emergency.

◆ Admission Policy

Cinco Christian School admits students of any race, color, national and ethnic origin. We seek to provide a quality educational program within the context of a Biblical world and life view. Whenever possible, CCS seeks to be inclusive in its admission policies so long as there is a realistic prospect that a student's educational needs can be properly met without detriment to the progress of other students. CCS reserves the right to dismiss students whose conduct or behavior is out of harmony with the school.

The academic programs at CCS are designed for preschool children who are ready to learn. Provisions are not currently available for students that are: cognitively challenged or with emotional/behavioral disabilities. CCS reserves the right to dismiss students who we feel cannot be successful at our school.

All 3K and 4K preschool students MUST be completely potty trained in order to be a part of Cinco Christian School. Completely potty trained means that the student is able to tell the teacher when they need to use the restroom and completely care for themselves while in the potty. Teachers are available to help with buttons, snaps, and zippers until the students can accomplish these things on their own. Students who are not completely potty trained are subject to dismissal. CCS will assist with potty training in our 2K classrooms.

◆ Chapel

Students enrolled at Cinco Christian School must participate in all religious studies including Chapel.

◆ Leaving and Calling For A Child

A reliable person must accompany your child when you bring them or pick them up from school. Your child will be sent home with only those persons you have designated and are known by our staff. If someone other than the people listed on your enrollment sheet is picking up your child, you must send a written note (in case of an emergency we will accept a phone call) with the name of the person who will pick them up. Children will only be released to people approved by the parent/guardian. Everyone on your list, including you, will be asked for identification. Please instruct anyone who picks up your child to bring a picture I.D. with them.

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.

Late pick up charges will be administered when a child is called for later than their dismissal time. ONE MINUTE AFTER CLOSING TIME IS LATE. There is a \$15.00 charge for the first ten minutes. After that, the charge is \$1.00 per minute.

◆ Withdrawals

You must officially withdraw students through the School Office. Two weeks notice must be given for all withdrawals. Registration and Insurance Fees are non-refundable. If advanced tuition payments have been made, it may be refunded. All charges will continue until the office receives official written notice of withdrawal from the parent or guardian.

Cinco Christian School reserves the right to hold all grades, transcripts, books, and supplies for non-payment of fees, including lunch charges and Before and After School fees.

FINANCIAL INFORMATION

◆ Tuition and Fees

Cinco Christian School is a nonprofit institution. Student fees are used for functions and services intended to benefit the students of our school. Our goal is to provide the highest quality instruction and care for your child at the lowest possible cost. Your prompt payment of fees will assist us in meeting this goal. **Cinco Christian School makes every effort to keep the cost of tuition/fees at a minimum. However, it is necessary to increase tuition/fees on a yearly basis.**

- 1) Application and registration fees are non-refundable and non-transferable.
- 2) Tuition and fees for the school year are divided into 10 equal payments.
- 3) All holidays, etc. have been taken into account when setting the tuition rates.

◆ Before And After School Program and Fees

Yearly child care fees cannot be paid in advance.

Before and after school care is not available to our 2K and FDO students.

- 1) Before and after care fees are charged weekly. Payments are due Monday of each week beginning the first day of school. Child Care payments can be paid bi-weekly or monthly, but they must be paid in advance. **School closings have been taken into consideration when setting these fees.**
- 2) Child Care fees are due regardless of the number of days the child attends.
- 3) Reservations must be made in advance for students to attend day care during Teacher Work Days. There is an additional fee, on top of the aforementioned Before and After School fees for care during Teacher Work Days.
- 4) Students whose accounts are more than two weeks in arrears, will not be able to attend Before and After School until all fees are made current.

◆ Financial Policies

- 1) Tuition payments are due on the **first** of each month. A late charge of \$25.00 is made after the tenth of each month.
- 2) Post-dated checks will not be accepted.
- 3) Students whose accounts are not paid by the 15th day of the month will not be permitted to attend classes until tuition and fees are paid in full.
- 4) Checks are to be brought by the parent to the school office, left in the drop box located in the Elementary building across from the church office, or mailed. Checks can be mailed to:
Cinco Christian School
26 Yacht Club Drive N.E.
Fort Walton Beach, FL 32548

Checks are NOT to be given to the student or to the teacher. We will not be responsible for payments left anywhere other than the drop box or with our office personnel.

- 5) Accounts may be paid online by going to our website at www.cincoschool.org and clicking on *tuition*. Choose our Credit Card/PayPal option. **CC/PayPal adds 2.2% processing fee.** Online payments must be received in our office on time. (See policy 1&3).
- 6) Accounts must be paid in full before the child will be permitted to register for another program. School fees, before and after school fees, etc. must be paid in full before the child can participate in our Summer Day Camp program.
- 7) There is a \$35.00 fee for all returned checks. When an account has received two (2) returned checks it will result in the account being changed to a cash-only status.
- 8) Records will not be released until accounts are at a zero (0) balance.
- 9) Tuition fees and Child Care fees are due regardless of days your child attends. All holidays, etc. have already been taken into account when setting the fees.

GENERAL INFORMATION

◆ Health

Upon entrance to Cinco Christian School, each child must have a physical form on file from a licensed physician or authorized agent of the Okaloosa County Health Department, attesting that:

1. The child is in good health, or that any known irregular condition is under treatment.
2. Immunizations appropriate to the child's age are up-to-date or are in the process of being brought up-to-date.

The Okaloosa County Health Department requires that immunizations be kept current and any noncompliance with these rulings will result in the child not being accepted back into the program until the requirement is met.

We can accept only well children. We are depending on you to help us maintain this policy. All children will be observed upon arrival at the school each morning. If symptoms of illness are noted, **the child will be sent home**. Symptoms that are cause for keeping your child home are as follows:

Flushed skin, an earache, red eyes, severe coughing, stiff neck, conjunctivitis, chills, headache, skin eruptions, sore throat, fever, diarrhea, and vomiting. Should a child's temperature reach 100.0 or should a child become ill during the day, a parent will be contacted to come for the child as soon as possible.

*** A child must be fever free for 24 hrs. prior to his/her return to school.**

****ANY child on an antibiotic needs to be on the medication for 24 hours before returning to school**

The school operates under the guidelines set forth by the Okaloosa County Health Department and any ruling they might have regarding contagious diseases. If the nature or the disease and circumstances warrant, CCS may require an independent physician's examination of the student to verify the diagnosis of communicable disease.

◆ Medication

Only prescription medication is dispensed by the school. The medication should be brought to the school office in the original container with name of the doctor, child, and directions for administration, written on the label. A form furnished by the school and completed by the parent shall accompany the medication, stating the amount of dosage, and the name of the medication to be given to the child. **We do not administer ANY over the counter medications nor do we allow students to bring any medication and administer it to themselves.** This includes Tylenol, Advil, eye drops, cough drops, ear drops, etc.

Medication is not allowed to remain with the student or in a classroom. All medications, including inhalers must be kept in the office. Epinephrine shots may be with the students teacher. You may wish to ask your doctor for two of these items, one for home and one for school.

◆ Field Trips

Students are to participate in field trips planned for his/her class. All students are to be transported together unless otherwise instructed and cleared by the Administration. Students will leave from the campus as a group and return to the campus as a group. Parents or guardians may sign a release wavier with their student's teacher to check out the student while on a field trip. No other children or family members will be allowed to attend these field trips except chaperones.

If a student misbehaves while on a field trip the Administrator reserves the right to deny permission for future field trips or require parent participation.

◆ Busses

Students are to behave properly while on the bus. No eating, drinking, or gum chewing is allowed. There will be no standing or changing seats once the students have boarded. The driver has the right to assign seats. No objects will be thrown from the windows. Due to the liability risk, students brought to the School Office for behavior problems on the bus will not be allowed to ride the vehicles after the third offense. Parents will be notified any time there is a problem on the school vehicles.

◆ Holidays

Jesus Christ is the center of our program at all times. We stress that fact to our students throughout all holidays and in all holiday celebrations.

◆ Birthdays

Birthdays may be recognized at lunchtime by the parent providing cookies or cupcakes as a special treat for the child's class. Please coordinate this with your child's teacher. We request that you not bring a cake because of the time involved in cutting/ serving.

◆ School Hours

Office	7:30 a.m. - 5:30 p.m.
School Day	8:00 a.m. - 3:00 p.m.
FDO	8:00 a.m. - 2:30 p.m.
Child Care	6:30 a.m. - 8:00 a.m.
	3:00 p.m. - 5:30 p.m.
Hours of Operation	6:30 a.m. - 5:30 p.m.

◆ Teacher Work Days

Students who participate in Day Care for Teacher Work Days cannot be in care for more than ten hours per day. Day Care will be available on Teacher Work Days only. Regular Before and After School Fees apply whether your child attends or not. Day Care is available at an additional cost. Day care is not offered on Federal Holidays, Thanksgiving Break, Christmas Break, Spring break, and Good Friday.

◆ Inclement Weather

In the event of hurricanes, snow and ice storms, or other bad weather, we follow Okaloosa County's policy for school closure. If Okaloosa County schools are closed due to weather, we will be closed. Credit will not be given for Tuition or Before & After School on days we are closed for bad weather.

◆ Visitors

Parents or visitors wishing to visit a classroom or eat lunch with a student must come to the school office, sign in, and get a badge. DO NOT go directly to the classroom. Forgotten lunches, backpacks, etc. may be left in the office for delivery to the student.

◆ Parent Volunteers

Parent volunteering is a welcomed part of our program. You can be an integral part of our school by participating in Parents on Purpose; however, volunteer hours must be limited to 20 hours per month. As a safety precaution, you must sign in at each visit and receive a Volunteer Badge. You will not be allowed to enter the classroom without a badge.

If volunteers desire to talk to CCS staff or faculty members, they should schedule an appointment at a mutually convenient time. All volunteers are expected to conform to CCS policies.

◆ Parent Information

A paper newsletter, "The Lion's Roar," is released and available monthly on our school website, or copies are available at the school. In addition, this publications can always be found on our website: www.cincoschool.org

◆ School Pictures

Students are required to take school pictures, whether the parent chooses to buy them or not. Pictures are used for the school yearbook and student files. There is no publication of photos without the written permission of the parent.

◆ Car Line

A morning car line is available. Drop off service is 7:45 to 8:00 under the awning and on the School Office's entrance side. A school employee will help your child out of the vehicle. Pick up service is at 3:00 under the awning. At 3:15 any remaining students will be escorted to the School Office for parents to pick up from there. In the case of severe/ cold weather, we reserve the option to take remaining students to the School Office earlier than 3:15.

◆ Recreation Time

Students are required to participate in all outside activities. If it is necessary for your child to stay inside, they must have a written doctor's excuse. There will be **no exceptions**.

◆ Movies

All movies must be pre-approved by the School Administration before viewing.

◆ Student Accident Insurance

A fee is charged annually for insurance. This is mandatory for all students and is included with the registration fee. This insurance is a supplemental accident plan to cover your child while they are in our care.

◆ Supplies & Valuable Possessions

You may be asked by your child's teacher to contribute small items to the classroom. Students that stay for nap time (after 12:00pm) will need to bring a nap mat and a small receiving blanket. All students are required to have an extra change of clothes.

All belongings should be marked with the student's name. The school is not responsible for lost clothing or any other article brought to the school. Valuables such as jewelry and money should not be brought to school. Clothing that may be removed at school such as coats, jackets, sweaters, and raincoats, should be labeled with the child's name.

Students are not permitted to bring toys, cell phones, or other electronic devices to school unless requested by the teacher. Preschool students may bring a small stuffed animal or security item to sleep with during nap time. Please remember that the items your child brings will need to fit inside their cubbie or backpack.

◆ Breakfast

Children should be in our Before Care Program on or before 7:15 a.m. if they will require help with their breakfast. Cinco Christian School does not provide breakfast. Breakfast must be provided by the parent.

◆ Lunch

All students are required to have a lunch. Students are to bring their lunch or purchase one through our lunch program on the days available.

Lunch tickets are sold in increments of 5 or 10 lunches and include one (1) milk daily. Milk tickets are sold in increments of 10 milks. You may purchase two lunch tickets at a time. These tickets will be given to your child's teacher. Lunch and milk tickets may only be purchased in the School Office and then given to the student's teacher. Students have their choice of 1% white or fat free chocolate milk.

On the days that lunch is available, lunch count will be turned into the lunchroom at 8:30am. Please be sure that your child is here by 8:30 or a phone call has been made to the School Office informing us that your child will need hot lunch for that day. If an adult will be eating hot lunch with your student, please call the School Office to place an order before 8:30 am. On the days that lunch is not available, students must bring their lunch from home, or parents will be contacted to bring them a lunch.

Once a lunch ticket is full, the teacher will send it home with the student so that you know a new ticket needs to be purchased. Please be conscientious to make lunch arrangements for your child as the teachers have little time to figure out their individual lunch needs.

GENERAL ATTENDANCE

The school building will open at 6:30 a.m. and close at 5:30 p.m. Monday through Friday for all Before & After School students.

The regular academic day for Preschool begins at 8:00 a.m. The classroom may be entered at 7:45. Dismissal time for Preschool is 12p.m. or 3p.m.

Students in our 8am-12pm Preschool Program may be picked up at 12:00 by the courtyard. Preschool students who stay until 3:00 will automatically be sent to car line. Students enrolled in the FDO and 2K Class 8 – 3 are to be picked up from their classroom.

If your child is not enrolled in our Before and After School program, you will be charged a \$10.00 fee if your child is dropped off before 7:45. If your child is left after 3:15 p.m. they will be brought to the office and the late fee policy will be in effect.

Drop off service is 7:45 to 8:00 under the awning and on School Office's entrance side. Pick up service is at 3:00 under the awning. At 3:15 any remaining students will be escorted to the School Office for parents to pick up from there. In the case of severe/ cold weather, we reserve the option to take remaining students to the School Office earlier than 3:15. You will receive a student number and directions as to how this works at Orientation.

◆ School Safety

In order to ensure the safety of our students, doors will be locked from 8:15am - 2:55pm and from 3:15pm - 5:30pm. During these times you may enter the school through the main entrance closest to What-A-Burger. Please check in at the Reception Desk or on the Intercom located beside the Reception Area. Our Staff will escort you or your child to their destination.

◆ Lockdown Procedures

In the event of a school lockdown, no one will be allowed to enter or exit the building until it is cleared by the Sheriff's Department. Parents are not allowed on school grounds during lockdown emergencies. Non-compliance could result in arrest.

DISCIPLINE

◆ Philosophy of Discipline

Discipline is needed in order to provide the best possible learning environment in a Christian atmosphere. In order to maintain a good learning environment, we expect students to conduct themselves appropriately.

◆ General Classroom Conduct

There are four basic codes of conduct in all classes at CCS.

Respect - Respect self, others, and property.	<i>1 Peter 2:17</i>
Ownership - Take ownership of your actions and words.	<i>Deuteronomy 6:18</i>
Attitude - Display a Christ like attitude.	<i>Ephesians 5:1 & 2</i>
Responsibility - Be prepared for each day.	<i>Galatians 6:5</i>

Cinco Christian School considers discipline as positive training in the right direction. Although it has some negative aspects, discipline is corrective in nature and not punitive.

The following is not a complete list but is representative of unacceptable behavior: Any kind of aggressive contact with another student and/or staff member, i.e. hitting, kicking, spitting, biting, etc. lying, stealing, disrespect, and damaging school and/or another's property. When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. While each teacher may have a different style of classroom management, the following steps will be used when misbehavior occurs.

- 1) Positive verbal reminders will be used to encourage proper behavior.
- 2) Children who need to expend extra energy may be asked to run a lap around the preschool playground as a form of discipline.
- 3) Time outs are used. Generally one minute per the age of the child.
- 4) A written note and/or phone call to the parents.
- 5) Conference with parent, teacher, and supervisor.
- 6) Dismissal from the program if the offense (or repeated offenses) warrants it.

◆ Dismissal

Students who are a chronic behavioral problem or who do not comply with the rules set forth by Cinco Christian School may be dismissed or not invited to return.

ACADEMICS

◆ Classes

Art	4K
Bible -	2K - 4K
Arithmetic -	2K - 4K
Phonics -	3K - 4K
Reading -	4K
Science -	3K - 4K
Spanish	4K
Music/Drama -	2K - 4K

Students are required to participate in all outside activities. If it is necessary for your child to stay inside, they must have a written doctor's excuse. There will be **no exceptions**.

The academic programs at CCS are designed for preschool children who are ready to learn. Provisions are not currently available for students that are: cognitively challenged or with emotional/behavioral disabilities. CCS reserves the right to dismiss students who we feel cannot be successful at our school.

◆ Parent / Teacher Conferences

Please feel free to consult with the school regarding problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parents and student. Teachers welcome a visit or conference from parents. We do urge, however, that such visits be made by definite appointment with the teacher at a convenient after school hour.

Preschool Dress Code



There are no uniform requirements for preschool students. Durable washable play clothes are best for school days.

Hats, caps and head coverings are not to be worn inside the building except on special dress up days.

Clothing bearing inappropriate or questionable slogans or pictures (i.e., alcohol, drugs, racial remarks, violence, sexual connotations, magic) is prohibited.

Shoes are to be worn at all times. CCS prefers sneakers or shoes which enclose the feet. Sandals may be worn as long as they have a back strap. Flip flops are prohibited.

Clothing must cover the mid section of the body.

Preschool girls should wear shorts under dresses for modesty purposes.

A change of clothes, extra underwear and socks should be brought and kept in case of emergency.

The school administration reserves the right to initiate policies on dress codes throughout the school year.