



Parent Handbook 2025-2026

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Train up a child in the way he should go; and when he is old, he will not depart from it.
Proverbs 22:6

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FIRST BAPTIST
concord



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LETTER FROM OUR PRESCHOOL DIRECTOR

Hello Concord Christian Preschool Families!

I'd like to welcome you to the 2025–2026 school year at Concord Christian Preschool! We are excited to partner with you in this season of your child's early development and spiritual growth. Whether you are returning or joining our Concord family for the first time, we are so grateful you've chosen to entrust us with your child's early childhood education.

At Concord Christian Preschool, our mission is to inspire students to follow Jesus. We are committed to providing a safe, nurturing, and Christ-centered environment where children can grow academically, socially, and spiritually. Our goal is to build a strong foundation for a lifelong love of learning while helping each child discover that they are made in the image of our Creator and the truth of the gospel.

We are excited to offer a variety of engaging classroom activities, hands-on learning opportunities, enrichment programs, and special events that will support your child's development and help build a strong school community. Our teachers have been preparing their classrooms with prayer, creativity, and love—ready to welcome your child with open arms and joyful hearts.

We consider it a privilege to walk alongside you in this journey, shepherding your child towards their developmental milestones as well as their relationship with Christ. We are here to support your family every step of the way. Please don't hesitate to reach out with any questions or concerns. Together, let's make this a joyful and memorable year!

With kindest regards,

A handwritten signature in dark ink, appearing to read "J. Sowa". The signature is fluid and cursive, with the first letter "J" being particularly large and stylized.

Jessica Sowa

Director

Concord Christian Preschool



PROFILE OF CONCORD CHRISTIAN SCHOOL

Since 1969, First Baptist Concord has been serving the community through the Weekday Early Education Program for preschoolers. The program was developed to support and encourage parents by laying a firm and positive foundation for their young children.

In 1995, First Baptist Concord established a feasibility committee to evaluate the possibility of adding a primary school to the already successful preschool program. After extensive study, the church started the journey of approving Concord Christian School (PreK-12th Grade).

CONCORD CHRISTIAN SCHOOL BOARD

Concord Christian School is governed by the CCS School Board, which is composed of 9 First Baptist Concord members elected by the members of First Baptist Concord. Board members are eligible for two three-year terms. The Board delegates the daily administration of CCS to the Head of School. The Head of School is responsible for daily operations and serves as the liaison between the school and the Concord Christian School Board. For specific information, refer to the First Baptist Concord bylaws. The Board meets regularly throughout the school year to discuss ongoing school business. The Board Chair can be contacted through email (ccsboard@concordcs.org).

MISSION STATEMENT

Inspiring students to follow Jesus by equipping them to serve, lead, and transform their world.

VISION STATEMENT

To glorify God by advancing Kingdom Education and demonstrating excellence in academics, athletics, and the arts.

STATEMENT OF FAITH

Concord Christian Preschool is a ministry of First Baptist Concord; therefore, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program, and we make no apologies for, or compromises to our convictions. It is our desire to present the gospel of Jesus Christ so that each child may have the opportunity to accept Him as Lord and Savior of his or her life.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33)



- His virgin birth (Isaiah 7:14)
 - His sinless life (Hebrews 4:15)
 - His miracles (John 2:11)
 - His resurrection (John 11:25)
 - His ascension to the right hand of the Father (Mark 16:19)
 - His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith we alone are saved (John 3:16–19; 5:24; Romans 3:23; 5:8–9).
 5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28–29).
 6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12; Galatians 3:26–28).
 7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; I Corinthians 3:16; 6:19–20).
 8. We affirm the [Baptist Faith and Message of 2000](#).
 9. We affirm the [Nashville Statement 2018 Gender and Sexuality](#).

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”
I Corinthians 10:31



GENERAL INFORMATION

Licensing

We are licensed by the State of Tennessee, Department of Education. Our licensing guidelines include strict safety measures, specific teacher/child ratio, how many children may be present in the classroom as well as on the playground, staff background checks, on-going training, curriculum and the confidentiality of your child's records. We have a scheduled visit with a licensed representative along with annual unannounced visits.

School Hours

Preschool Hours of operation are 7:00am to 5:30pm.

We have 3 different enrollment options for parents to choose from:

Full day (7:00am-5:30pm), CCS day (7:30am-3:10pm), or Half day (8:15am-12:30pm)

All children should be present by 9 am each day to allow for proper teaching time to occur with minimal disruption.

Carlines

We provide an optional carline for children enrolled in our 3 & above classes. These run 7:30-8:00am, 12:30pm, 3:10pm & 5:25pm. All other times, you will need to park in a designated parking place and walk in to sign your child in or out of the classroom. ID will be required unless facial recognition is confirmed by a staff member; please have ID's on you.

Communication

Each class teacher will utilize ProCare and/or their Concord emails to communicate with families as needed. The office can be reached via email (preschool@concordcs.org) or our direct line 865-672-1520.

Curriculum

We use a blend of developmentally appropriate, faith-based, and academic curricula to support the whole child. Bible stories and Christian values are integrated into daily learning, alongside trusted programs such as Abeka for foundational academic skills and A Reason for Handwriting to enhance fine motor development. We also use a thematic, play-based approach to introduce art, science, and social studies in a hands-on and engaging manner.

Our character-building program, Friendlyzy, teaches important life skills— such as kindness, friendship, and resilience—through fun, Scripture-based lessons.

Enrichment programs are offered to enhance our whole child curriculum. For infants-2's we offer music sessions with Music Therapist Joni Pappas, MA, MT-BC. Our toddlers-Pre-K are also provided gross motor programming through our partnership with



Stretch-N-Grow. These program offerings have set schedules which create varied child participation based on your child's enrolled schedule.

Parents are always welcome to view the curriculum at any time. If you would like to view the curriculum used in your child's class, please contact their teacher directly. For more information about each curriculum, visit:

www.abeka.com

www.areasonfor.com

www.friendzy.com

REGISTRATION

Enrollment Requirements:

1. Submitted registration through ProCare
2. Paid in full, non-refundable, annual registration fee with a current tuition balance of zero
3. Current certified immunization record in accordance to Knox County Health Department
4. Physical form (for children between 8 weeks and 30 months, to be completed no sooner than 3 months prior to enrollment) at the initial enrollment
5. Any applicable documentation such as therapist notes (behavior, speech, occupational, etc) and/or certified custody papers. Any contradictions to the order must include a notarized letter signed by both parents as we are legally obligated to follow most recent court orders based on enrollment date

Class Placements

Grade level placements (infant, toddlers, 2's, 3's & Pre-K) are determined based on the child's date of birth in alignment with the current year's August 15th cut off. For example, if a child turns 3 on August 16, they will be in a 2 year old classroom as they are still 2 years old as of the August 15 cutoff.

A coordinated effort is made for placements in order to achieve the best possible developmentally appropriate environment for an entire class. Placements are made per teacher recommendation and administrative input. Children are grouped for various reasons including, but not limited to the following: equal division of boys/girls, age ranges, behavioral issues and various other developmental needs.



TUITION, FEES & PAYMENT INFORMATION

Payment Schedule

1. All fees are paid on an auto-recurring monthly basis, the month prior to attendance, to avoid any delinquent accounts for services rendered
2. All fees will be due on or before the 27th of each month for the following month's tuition
3. A late fee of \$30.00 will be assessed on the 30th if payment has not been received
4. Unpaid tuition by the last day of each month may prevent continued enrollment
5. Any child that has an unexplained two week absence from school and the teacher/director are unable to reach the family and tuition is past due, the child will be dropped from the program

ProCare/Tuition Express Accounts

Through our app and web-based childcare software program, ProCare, you have access to your entire family account including billing. ProCare utilizes an in-house billing platform, Tuition Express. From there, you are able to view your account balances, view charges and make payments. Information is password protected and updated on a regular basis.

Return Check Charge

All returned checks or returned online payments will incur a \$30.00 charge.

Fee Listings

1. Fees are due for all open service days for all programs regardless of attendance
2. Days are not transferable
3. Late pick up fees will be assessed at a rate of \$3.00 a minute. For example, if you pick up your child at 5:38pm you will be charged \$24.00. Late pick up times are after 12:30pm, 3:10pm and 5:30pm depending on what hours your child is registered for. Continuous late pick ups may result in dismissal from the program.

Withdrawal from Program

A 30 day written notice must be given prior to withdrawal (email to director is sufficient). Tuition is due for the 30 day notice period.

Vacation Credit

A child will become eligible for vacation credit after completing one year (12 months) of consistent full time (5, full days) care. An email or written request must be made to the Accounts Manager a month prior to vacation.



Sibling Discount

A ten percent discount will be applied to the child who has the lesser preschool tuition. Discounts are not given across Concord programs (i.e. Concord Christian School/KidzConnect).

DAILY CHECK IN & OUT PROCEDURES

ProCare check-in/check-out is required. You may utilize the ProCare app on your phone by scanning the provided iPad in the front lobby by scanning the QR code or entering your 4 digit code. These codes are person specific and should never be shared. Please ensure check in/out is completed accurately.

Drop-Off:

- Mornings can be emotional for some children. We encourage parents to keep goodbyes brief to ease the transition
- All students should be present in class no later than 9am each morning
- Daily updates will be sent through ProCare
- Handle With Care tags are provided upon your child's first day of attendance. This tag can be given to the teacher any time as an extra measure to notify us that your child may need some extra love that particular day, no questions asked. It will be sent home at the end of the day and may be used as much as necessary.

Child Pick Up Policy

Children may only be released to individuals listed in ProCare or with advanced written permission from a parent or guardian.

- We will always verify that the person is listed in ProCare before releasing a child.
- If we do not recognize the pickup person, we will request a photo ID.
- We will not release a child to anyone we cannot identify, even if the child knows them or refers to them as "grandma," "aunt," etc. Please inform all authorized pick-up personnel to have proper identification on them.

All pickup arrangements must be approved through the front desk in advance. For your child's safety, we require written permission for your child to leave with anyone other than parents (listed on application). A new person can be added to your list by adding them in ProCare or emailing us.

Parents in a child custody situation are required to notify CCP of any such action that dictates who may or may not pick up the child from and it is mandatory that copies of such court actions be on file.



We will not release children to anyone we suspect may be “under the influence”. We will call alternate and emergency numbers from the child’s records and if unable to find suitable transportation we will notify local law enforcement.

No child will be allowed to be picked up from the program without the proper safety devices, as determined by the State of Tennessee.

FAMILY PARTNERSHIP, ATTENDANCE & STUDENT ASSESSMENTS

At CCP, we are committed to partnering with parents throughout their child’s preschool journey. Open communication about each child’s attendance and growth is a key part of that partnership. We believe that consistent attendance is essential to student success. Our goal is to work together with families to ensure every child is present, engaged, and has the best opportunity for achievement.

Each student will have an assessment folder to track developmental progress during their time at CCP.

Formal assessments are conducted twice per year.

- Fall Assessment: Late September to early October
- Spring Assessment: February

Following the fall assessment, teachers must set 2-3 individual goals for each student using the Student Goal Form. Parents will be informed of these goals.

Parent-teacher conferences are offered once annually in February. Conferences are optional and may be held in person or by phone. Whether or not a conference is held, all parents must receive an updated copy of the Student Goal Form with notes on progress.

CLASSROOM BEHAVIOR EXPECTATIONS & GUIDANCE

Each classroom has a consistent set of rules. Teachers are encouraged to review these with students each morning, as daily reminders to help reinforce expectations over time.

Behavior Prevention and Positive Guidance

At CCP, we believe preventing behavioral issues is key to a successful classroom. The following strategies are used by staff to promote a positive environment:

- Modeling Christ-likeness by creating a classroom culture and handling all situations with love, encouragement, and positive self-esteem
- Using a calm but firm voice to gain attention respectfully



- Modeling leadership and authority in the classroom with consistent routines, direct instruction, clear expectations, and an in-control demeanor
- Creating a safe, engaging environment with regularly rotated materials
- Maintaining active supervision and engagement during all activities
- Consistently referencing classroom rules in a positive way
 - Example: “Walking feet” rather than “Stop running”
- Using redirection when appropriate
- Applying logical consequences (e.g., a new activity begins only after cleanup)
- Maintaining a well-organized space that encourages cooperation
- Modeling reflective listening and “I-messages” to teach communication skills
- Offering verbal praise and encouragement regularly
- Always using God’s Word to guide student behavior. Responding to struggles with prayer, applying Scripture to correct or affirm actions, and pointing to Christ as the source of growth and restoration.

Time-Away for Serious Behavior Concerns

For more serious behavioral challenges, a “time-away” approach may be used. This is a guided, supportive moment, not a punishment, and is only used when other strategies are unsuccessful. Time-aways shall take place in an appropriate location that allows the child a space to disconnect while supervision can continue and be maintained by staff.

Time-Away Process:

1. Teacher clearly states the appropriate behavior (e.g., “We use gentle touches with our friends.”)
2. Allow the child to sit or stand while the teacher engages them calmly. This should be reasonably appropriate, and in terms the children can understand.
 - a. If the child is upset, offer empathy:
“I see you’re upset. I’ll wait with you until you’re ready to talk.”
3. Teacher discusses the behavior together when the child is calm
 - a. Ask and/or explain to the child why the time-in occurred and check for understanding
 - b. The teacher uses this time as an opportunity to establish a deeper rapport with the child, affirming expectations, and confirming a Christ-like love toward the child.
4. The teacher then helps the child rejoin the group and reengage in play positively

The length of each time-away session shall be based on the age of the child and shall not exceed one minute per each year of age of the child. Toddler classrooms primarily use redirection to guide behavior at this developmental stage.



Children with Ongoing or Severe Misbehavior

If a child consistently displays difficult, defiant, or aggressive behavior, teachers will begin documenting incidents using the Behavior Log. The Director will be notified and ongoing communication with the child's family will take place. All conversations with parents regarding the behavior will be documented.

A meeting between the parent(s), teacher, and Director may be scheduled to determine if a Behavioral Implementation Plan is needed. In cases where the behavior becomes excessive and poses a danger to staff, other children, or the child themselves, the child may be temporarily suspended or permanently removed from the program at the Director's discretion.

CCP Biting Policy

Biting is a developmentally typical behavior in young children, particularly toddlers, but it is never acceptable in a school setting. It can cause distress to all involved and will be handled promptly.

- Administration will be notified upon each incident
- Parents are notified upon incident for both parties involved at all instances
- 2 confirmed bites in 1 day is an immediate day of dismissal and parent conversation with Administration
- Continued biting may result in handling in alignment with consistent misbehavior policy
- Intervention Policy for Biting:
 - Shadowing may be utilized
 - Ongoing conversations with families to ensure a partnership in intervention

Ongoing Behavior Support

- Repeated hitting, kicking, biting, or other harmful behavior may require the child to be shadowed by a staff member, when available, to prevent further incidents.
- Teachers are expected to partner with administration and parents to develop strategies and behavior plans when necessary.
- Staff should closely monitor and support children showing signs of frustration or aggression to prevent escalation.

Our goal is to guide children toward expressing themselves in safe and appropriate ways while maintaining a secure and nurturing environment for all.



Shadowing

When a child exhibits repeated negative behaviors (i.e. biting, scratching, hair pulling, pushing, etc), a staff member, when available, may be assigned to “shadow” the child. This involves staying close to the child at all times - during table work, free play, and outdoor activities - to prevent further incidents.

Documentation and Communication

- An accident form is completed through ProCare for the child who was injured. The name of the child who caused the injury is never disclosed to maintain confidentiality.
- An incident report is completed through ProCare for the child who caused the injury, and their parent must acknowledge it.
- The Director or Assistant Director will contact both sets of parents at the time of the incident for extreme incidents such as bites that break the skin, head injuries, or other injuries that may require medical attention..

Every situation is unique. CCP works closely with families and staff to find solutions that support the child's development and ensure a safe environment for all.

Program Dismissal

Although we never want to dismiss a child from our program, if the need arises, the Director would make this determination. Incidents that may be a cause of termination may include but not limited to the following;

- severe behavior problem that poses a threat of the safety on any issue relating to the well-being of a child in the program
- refusal to seek outside help when recommended
- a child that requires constant one-on-one attention from the teacher taking away attention from the rest of the class
- balance on tuition is 30 days past due
- unexplained two week absence from school and the teacher/director are unable to reach the family and tuition is past due



DIAPERING, TOILETING & POTTY TRAINING PROCEDURES

Diaper changes occur as soon as a child is wet or soiled. Diaper checks occur regularly and often, especially before transitions. Diaper changes occur on changing tables only. Diapers and wipes are provided through your Monthly Fees, however a family may opt to bring their own should an allergy be present.

Potty Training Procedures

Potty training will begin only after the parent and teacher have communicated the child's readiness with one another and are in agreement. A child must show both physical readiness (e.g., able to hold urine for at least 30 minutes) and emotional readiness (interest in potty).

- Training pants should be used during this time.
- Notify the office when a child fully transitions out of diapers, and also if they are only wearing one for nap time.
- It's normal for nap-time and bowel movement (BM) control to take longer to develop.
- Potty training updates are recorded in ProCare, including successes, attempts, and accidents.
- It is never recommended to put a child back in diapers once potty training has started due to regression.

All children entering the 3's grade level are expected to be fully potty trained. Pull-ups at nap time are still acceptable only if the child can manage getting them on, off and up with minimal to no assistance.

LUNCH & SNACK PROCEDURES

Lunch Program Enrollment

- All children enrolled in 3 yr old & Pre-K classes are automatically enrolled in our daily lunch program through your Program Fees. School lunch withdrawal is only available with a written doctor's note which can be submitted to the Director.
- Parents of students in Toddler & 2-year-old classes may opt in for the year by opting in through the [Opt-In Form](#) linked here for you.

Home Lunch Guidelines

- No candy, soda, or sugary treats allowed.
- Food should be cut appropriately for small hands. Items like grapes or hot dogs must be cut into quarter-sized pieces to prevent choking.



- We will not serve any standard choking hazards such as popcorn, whole nuts, etc.
- Children may be encouraged to try new foods in a positive peer environment if they are offered through provided school lunches.
- Additional food may be provided by the parent to be offered to their child in the event they are still hungry after their lunch is served and eaten.

Lunch & Snack

- No warming or refrigeration is available (outside of bottles). Please use ice packs or thermoses to keep food hot or cold.
- All food will be offered to the child, including cold items that may need to be discarded if uneaten.
- Food will not be withheld (e.g., yogurt or fruit) or used as a reward for finishing another item.
- Snacks are provided by CCP. There is a rotating snack menu that is available on the monthly lunch schedule.
- Our AM snack is served between 7:50am-8:00am. After 8:00am snacks will not be provided. The PM snack is served between 3:15pm-3:30pm. Milk is served for the morning snack and water for the afternoon snack. Please remember that these are snacks and are not intended to be a meal.

Birthday Celebrations

We love celebrating your child's milestones! For ease and to be allergy friendly we offer vanilla frozen yogurt upon request (billed at \$0.50 per child). You are welcome to send decorative plates and napkins. Other nutritious birthday options are always welcome. If multiple birthdays fall in one week, the teacher will coordinate with families in an effort to combine celebrations.

Should you wish to invite classmates to a birthday party you can send the invitation (if electronic) to the teacher and they can send it out to all students. You may also send in paper invitations for the teacher to disperse on your behalf to all students. Please do not send in invitations unless all classmates are invited.

NAP TIME & COMFORT ITEMS

Per state licensing regulations a two-hour rest period is offered daily, ours specifically is between 12:30-2:30pm. We ask that if a child needs to be picked up during that range of time, they be picked up prior to 12:30pm so as not to disturb the sleeping environment for the rest of the children. Staff will help children settle by gently patting their backs or sitting nearby quietly. Shoes must remain on during nap time in case of emergency evacuations.



If a child is unable to sleep after one hour, quiet, varied table activities such as playdough, books, or foam shapes may be offered if age appropriate. Nap mats and sheets are provided and laundered regularly.

Comfort Items

It is developmentally appropriate for young children to need comfort items such as a pacifier, blanket, or stuffed animal. At CCP, we support the use of these items when they are part of a child's normal routine.

If a child requests their comfort item, it will be provided promptly. Comfort sources are typically a handheld lovey or pacifier. Comfort items should be no larger than a standard handheld stuffed animal. Comfort sources should not be a distraction to the classroom environment or learning opportunities.

When a child is ready to begin weaning from a comfort item, staff will work closely with you and coordinate with the office to ensure a supportive and consistent approach. During this process, comfort items may be gently phased out by offering engaging activities and storing the item away when not in use.

Our goal is to make this transition smooth and emotionally safe for every child. The goal is to eliminate the need for a consistent need of a comfort item within 90 days of enrollment and/or the age of 3. Special circumstances such as a disruption to a regular schedule (i.e. parents on vacation, new sibling etc) or seasons of teething may require the return or continuation of comfort items.

HEALTH & ILLNESS POLICY

To maintain a safe and healthy environment, CCP follows the Tennessee Standards for School-Administered Child Care Programs. The following procedures must be followed:

Daily Health Checks

- All children will be observed upon arrival and monitored throughout the day for signs of illness.
- Symptoms of illness that would require a child to be sent home include:
 - Fever of 100.4 degrees or greater confirmed with 2 separate temp checks
 - Vomiting
 - Diarrhea (3 incidents a school day) or depending on severity
 - Eye drainage (Director's discretion)
 - Unidentified rashes (Director's discretion)



- Significant change in appearance or behavior (e.g. unusually tired, poor color) (Director's discretion)
- Unusual or Extreme Pain (Director's discretion)
- Symptoms of other contagious conditions (e.g. lice, scabies)
- Greenish / yellowish discharge from the nose (Director's discretion)

Sick Child Protocol

After confirmed symptoms of illness, the child must be isolated from the classroom. Parents may be asked for a doctor's note depending on the symptoms present. Ultimately, how a child appears to be feeling is the primary factor in determining whether they should remain at school.

Return to School Requirements

- Children must be fever and vomit free for 24 hours without medication with the exception of a doctor's note verifying the fever or vomiting is not caused by a contagious condition such as an ear infection, teething, food allergy, etc.
- Children must have been on an antibiotic for 24 hours before returning to school for contagious conditions
- Students with previous diarrhea must have firm stools before returning to school
- Children diagnosed with strep throat or impetigo must be treated for at least 24 hours before returning
- Children with lice or scabies must provide proof of professional treatment prior to readmission
- Children with contagious conditions may not remain at school

Medical Emergencies & Parent Notification

- Staff will make every reasonable effort to contact parents immediately if a child shows signs of serious illness (e.g., fever, disorientation, severe coughing, bloody vomiting/diarrhea, trouble breathing, seizure, etc.)
- If a parent can not be reached, emergency contacts will be attempted to contact next
- Emergency treatment will not be delayed due to difficulty reaching a parent

Communicable Disease Reporting

- Parents will be notified immediately if any of the following are introduced into the program:
 1. Hepatitis A
 2. Foodborne illness outbreaks
 3. Salmonella



4. Shigella
5. Measles, Mumps, Rubella
6. Pertussis
7. Polio
8. Influenza (Type A or B)
9. Meningococcal Meningitis
10. Staphylococcus aureus
11. Other diseases identified by the Health Department

Injury Notification

- Parents will be notified immediately if a child sustains a serious injury (e.g., heavy bleeding, broken bones, head trauma, or possible internal injuries)
- Parents will also be notified of any injury involving the neck or above
- Accident reports will be completed and submitted through ProCare for minor injuries

MEDICATION POLICY

To ensure the health and safety of all children, CCP follows strict guidelines for the administration of medication during school hours, they are as follows:

Required Authorization

- Medications (prescription and over-the-counter) will only be administered with written authorization from a parent or guardian.
- A completed Medication Authorization Form must be submitted and signed. Forms are available in the front office.

Prescription Medications

- Must be in the original container with the child's name, prescription label, dosage, and prescribing physician's information
- We will follow the labeled dosage and instructions exactly

Over-the-Counter Medications

- Must also be in the original packaging and will only be administered according to label directions unless accompanied by a doctor's note specifying otherwise
- This includes items such as sunscreens, diaper creams, teething gels, allergy medications, etc.
- It is recommended that you apply sunscreen on your child prior to drop-off

Emergency Medications

- Items such as EpiPens, inhalers, or emergency allergy medications must be provided by the parent, in its original packaging, and accompanied by an Action Plan from the child's physician



- Emergency medications will be readily accessible to staff and clearly labeled with the child's name and usage instructions

Medication Storage

- All medications are stored out of reach of children, in a locked container, and in accordance with state licensing requirements.
 - Emergency medications (inhalers, epi-pens etc.) and sunscreens or lotions may be stored in the classroom. All other medications should be kept by the registrar for administration as needed
- Medications requiring refrigeration will be stored in a separate, designated area

Medication Administration

Administration of medication should be as follows:

1. Medication is turned in at the beginning of the school year or as needed throughout the year
2. The Registrar will track the medication and ensure all usages, needs, dosages, etc. required for the student
3. Allergy warnings will be used as needed
4. The Registrar will manage the receiving of all medication, documentation, and restocking, as needed

Sanitation of Toys / Classrooms

Classroom toys and resources are cleaned and sanitized throughout the day. Classroom floors, bathrooms and surfaces are cleaned each night by a contracted third party company.

EMERGENCY PROCEDURES

It is extremely important to have at least two emergency names/phone numbers of available individuals on your child's application. Our staff will follow the following emergency procedures:

1. Start CPR or other needed immediate First Aid (specify call 911 if applicable)
2. Contact Director/other staff to help.
3. Another staff person contacts the parent during the beginning of the entire process, making the parent aware of the situation and seeking their decision regarding the next appropriate step (e.g. parent decides to meet the child at school with a possible broken arm injury instead of EMS transporting). In a severe emergency, Step 1 is followed immediately. All efforts will be made to contact parents before transportation, but in some situations that may not be possible.



Emergency Preparedness Plan

We have an Emergency Preparedness Plan created by CCS & CCP Administrator in collaboration with our Director of Security. This plan covers many instances that could happen during the day such as, but not limited to, fire, severe weather and intruders. We conduct monthly drills to help the children prepare for such instances. We strive to provide the safest possible care for your child. The EPP can be viewed in the Director's office at any time.

MISCELLANEOUS

Unforeseen School Closures

The CCS Head of School and/or Superintendent of Schools determines all full day closures, mid-day closures and/or late starts. Any closings will be communicated by ProCare messaging, email, website and the preschool's phone message. We do not take school closures lightly and do everything possible to avoid them. Refunds or credits will not be issued due to unforeseen closures such as loss of power, water, inclement weather, illness outbreak etc. Teachers are still paid for their scheduled time during these closures.

Speech Pathologist

A full time Speech Pathologist is on campus during the regular school year. If you would like for your child to undergo a speech evaluation, you can reach out to Ms. Audrey Bibb (abibb@concordcs.org) to coordinate.

Clothing

Dress your child in clothing that allows participation in active play (inside and outside). Inside play activities include the use of materials such as water, paint, glue or sand and therefore require play clothes as well. We try to use paint smocks but we encourage you to dress your child in clothes that may get paint or dirt on them.

Safety is of utmost importance to us; and therefore, we need for all children to wear well-supported, closed-toe shoes (for example tennis/leather shoes). Please do not send your child in flip flops, crocs or sandals without support in the back or front.

An extra set of seasonally appropriate clothes in the child's current sizes should be available for each child at all times. Please make sure all items are labeled in a Ziploc bag.

Toys From Home

Do not send toys from home unless it is a special circumstance such as show and tell or a special thematic event. If a toy is brought from home, the teacher will require that the item be put away to avoid classroom conflict. Please understand that teachers will not be able to take responsibility for materials brought from home.



Prohibited Items

Smoking, illegal drugs and firearms are not permitted ANYWHERE on the premises; however, an officer of the law and designated school security may carry a firearm.

Handbook Updates

If it becomes necessary throughout the year to make changes to the handbook, an email will be sent to you so you can add the new information to your handbook.

Cares or Concerns

Initial concerns should be directed to the specific individual involved (e.g. the teacher). The Director should be consulted if concerns are not resolved to one's satisfaction. At this point, if concerns are still not satisfied after speaking with the Director, it is advisable to contact the Superintendent of Schools, Donald Snider (dsnider@concordcs.org). For conflict resolution we look to the Matthew 18 principle of handling it directly with our brother/sister in Christ prior to involving others. You may also call the licensing hotline COMPLAINT HOTLINE: 1-800-462-8261