

Christocrats Academy of Science & Technology, Inc.

Developing the Leaders of Tomorrow in a
Christ-Centered Environment

815 W Rutledge Avenue Gaffney, SC 29341 www.christocratsacademy.com
info@christocratsacademy.com

(864)206-4151

Parent-Student Handbook Early Learning Center

Table of Contents

Welcome.....	3
Vision and Philosophy.....	4
Goals and Curriculum.....	5
Discipline Policy.....	6
Safety and Emergency Plans.....	7
Safe Conditions Policies.....	7
Confidentiality.....	8
Admission/Enrollment/Termination Policies.....	9
Operational Policies.....	11
Emergency Policies.....	12
Child Attendance, Arrival and Departure.....	12
Payment and Fee Schedule.....	14
Medical Policies.....	15
Parental Responsibilities.....	16
Covid !9 Procedures.....	19
School Illness Guidelines.....	20
Signature Page.....	24

Welcome to Christocrats Academy of Science & Technology

Dear Parent or Caregiver,

We are delighted that you have decided to enroll your child in our Christ-centered learning center and education programs.

Christian education is a wonderful opportunity for all our students: it gives them the foundation for kindergarten, primary education and a lifetime of learning. Our highly trained teachers and administrators have created safe and structured classrooms with joyful lessons for our students. Your child will learn important skills, like how to work with asking questions, solve problems, and learn new vocabulary.

In this booklet, you will find important information about what you and your child can expect from our learning center, and how to prepare for a successful school year.

Christocrats Academy of Science & Technology, Inc. has demonstrated commitment to families like yours with a full-day, high-quality program. We hope you are as excited for your year of Education for All, and we wish you and your child the best as you join our education.

Sincerely,



Archbishop Joseph A. Alexander, Ph.D., D.D.

Founder, Chancellor, and Chair of the CAST Board of Christian School Education

Vision

Christ-centered Education

The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding. Proverbs 9: 10 (NKJV)

Christocrats Academy of Science & Technology (CAST) develops the leaders of our future through daily practices that teach and model essential core educational and faith values for everyday life, sustainability, and accountability to Christ and one's self while embracing holistic teaching and learning strategies that promote the development of the whole child (spirit, soul, and body). Students are equipped with stewardship knowledge and tools that cultivate faith development, Christian character development, financial literacy, vocational preparation, healthy dietary and physical fitness

The vision of Christocrats Academy of Science & Technology, Inc. is to advance a Christocratic philosophy of education in this generation. Our primary aim is to train and develop Christian leaders rooted and grounded in the word of God, with anointing and academic excellence. We believe that the Word of God is the foundation for all learning and that there can be no true education without instruction from God's Holy Word. Our hope is to partner with Christian families to assist in the training of their children to love, serve, and be conformed to the image of Jesus Christ: and at the same time offer a superior education. We provide young children with time to play, create and use their imaginations in a Christ-centered environment with Bible based curricula. Our staff integrates technology in order to promote the development of essential technical skills children need to thrive in the 21st century.

Philosophy

- Children's play is important to their development.
- Children are provided with the opportunity to play, share and learn with other children in a safe, loving Christian environment with an atmosphere of acceptance and warmth.
- Parents are supported in the difficult but rewarding task of child rearing through the teaching staff, the church and parent events (special speakers (in-person and/or virtual), educational readings (online and/or handouts), etc.) throughout the school year.
- CAST responds to the needs of the community for quality care and education of children.

Goals

- Educate students of all races and ethnic backgrounds for God's Kingdom and service to humanity.
- Help parents fulfill their obligation of raising their children in the fear and admonition of the Lord.
- Assist each student in reaching his or her God-given potential in a timely manner.
- Create a Christ-centered environment for each student's growth and development according to God's plan.
- Prepare students to make the choices of life according to the truth as revealed by the Word of God.
- To provide a healthy, nurturing, and safe environment
- To accept, respect, and appreciate each child and family To provide age appropriate materials and equipment that supports children's learning in a fun and interesting way
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles.
- To encourage creativity by offering experiences in music, art, and literature
- To encourage interest in language through games, stories, and conversation
- To partner with parents in the care and teaching of their children.

Curriculum

We provide young children with time to play, create and use their imaginations in a Christ-centered environment with Bible based curricula. Our staff integrates technology in order to promote the development of essential technical skills children need to thrive in the 21st century. Christocrats Academy of Science & Technology, Inc. is an early learning and care program that equips, challenges, and inspires young children to love learning, think critically, and apply knowledge, wisdom and understanding. Our team of early educators utilize diverse teaching methods, experiential learning, and the latest technology to prepare all students effectively to succeed in college and career, while impacting their world for Christ. (Proverbs 2:1-11, Proverbs 1:7, Proverbs 22:6, Proverbs 9:9-10 and John 17:15,18)The daily curriculum is structured so that children learn the skills they need to enter kindergarten in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. The staff is in constant contact with the kindergarten teachers in the school system to make sure that the curriculum meets the standards for kindergarten preparation. Children learn from a Bible curriculum as well each week. Prayer takes place before mealtimes and at the beginning of each day.

Discipline Policy

Children are small, tough, exasperating, interesting, and loveable. To be “good” with children, we watch each face and listen to each voice. We observe what each child is like, how each is feeling, how each child plays and moves around. We get to know the weaknesses and strengths of each child and of the group. This is how good discipline begins.

Our goal at Christocrats Academy of Science & Technology (“CAST”) is for each child to develop rules of behavior which are consistent with Scripture. Controls and limits are necessary in order for children to learn and adjust to biblical standards of conduct.

Our primary emphasis is on the need to obey (Hebrews 13:17) and be kind (Ephesians 4:32). We strive to promote acceptable behavior by modeling and reinforcing such behavior through positive reinforcement, including verbal and non-verbal feedback and the careful usage of tangible rewards.

The word “discipline” is derived from the word “disciple,” someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most importantly, they need to become responsible for their own behavior and develop self-control.

Our primary emphasis is on the need to obey (Hebrews 13:17) and be kind (Ephesians 4:32). We strive to promote acceptable behavior by modeling and reinforcing such behavior through positive reinforcement, including verbal and non-verbal feedback and the careful usage of tangible rewards.

Teachers are most likely to achieve the goals of discipline when they respond to the cause of behaviors as well as to the behaviors themselves. We ask, “why?” silently before reacting/responding.

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules – understanding the reasons for rules make it easier to remember and follow them.
- Being consistent in our language and behavioral response to children – consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can’t handle – if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.

- Redirect children's behavior – often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions – experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including slapping, hitting, and/or spanking. The return of negative behavior, such as biting back, is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

Biting

For the safety of all the children in our care, we do not permit ongoing biting. If a child is bitten, the teacher will clean the site and notify a parent, not sharing the name of the child who bit. We will also contact the parents of the child who bit and work through these corrective strategies:

- **Biting due to frustration:** redirect to a different activity, give an alternate way to ask for what they want, encourage use of language to express wants and needs
- **Biting twice in one day:** at the discretion of the Director the parents may be asked to remove the child for the rest of the day.
- **If all attempts to stop biting fail,** we reserve the right to suspend the biting child temporarily or permanently from CAST.

Safety and Emergency Plans of Action

- Children will never be left alone or unsupervised.
- Each employee is certified in CPR and First Aid yearly.
- Fire evacuation and severe weather plans will be posted in each area that is used by the children.
- Fire drills will be held monthly and at varying times. A record of drills is kept in the office.
- Tornado drills will be held during the tornado months.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, parents will be asked to pick up their children. CAST does not transport children.
- Parents will be called and informed of when to pick up their children.

Safe Conditions Policies

Transportation Safety Policy

CAST does not provide transportation of any kind at this time.

Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at CAST. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required training). CAST will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

The CAST will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

Child Abuse Protection

The state of South Carolina requires school personnel to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect physical, sexual, or mental abuse by an adult or another student. While the school is generally expected to communicate with parents regarding the well-being of their child, in a situation of suspected abuse the law requires school personnel to act on behalf of the child and to refrain from contacting parents in advance of making a report to the DSS. School personnel will make such reports in the best interest of the child and do not, once cause to suspect is established, have any legal alternative except to make a report to the DSS for their investigation and review.

Parent/Guardian Communication

- Most communication will happen through the Brightwheel App.
- It is the parent and/or legal guardian's responsibility to supply and update information. We must be able to reach parent and/or legal guardians at all times.
- Family conferences will take place for all children twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Written communication may also be communicated through brightwheel so be sure to check it daily.
- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at CAST are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

Parental Visits

Free and full access must be granted to parents of children enrolled. CAST welcomes parental visits and encourages them. The visit must not disrupt instructional activities or classroom routine.

Confidentiality

CAST staff members respect the confidentiality of each family. Information regarding children and families is discussed professionally and privately. Written information is kept confidential. Any questions or concerns regarding confidentiality should be directed to the program coordinators or the executive director.

Admission/Enrollment/Termination Policies

Eligibility for Enrollment

- Children that are 2.5 years or older and are potty trained, or working on potty training, are eligible to be enrolled at CAST, provided enrollment space exists.
- We prefer children to be potty trained but understand that all children develop at their own pace. We will work with the child, and parents, on a training plan.
- We enroll children who are at a stage of growth and development, which enables them to benefit from the educational program.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.
- CAST is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

Caring for Children with Special Needs

Childcare programs must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.

- Children with special needs will be accepted into our school under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- CAST will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- CAST will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment possible. To accomplish this, CAST may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without written parental consent. Inclusion of staff on IEP (Individualized Education Program)

and IFSP (Individualized Family Service Plan) meetings is desired to ensure the childcare program provides the most supportive and least restrictive environment.

- It is important that parents keep CAST apprised of any changes or needs that their child may have regarding their special needs.

Enrollment Form

Forms to be completed and submitted to the [appropriate center contact] prior to admission include:

1. Enrollment Form
2. DSS Form 2900
3. Birth Certificate
4. SC immunization records or Religious Exemption form
5. Emergency Contact Authorization Form(s)
6. Emergency Medical Authorization Form
7. Discipline Form
8. Medication Authorization Form (if Applicable)
9. Food Allergy Action Plan (if Applicable)
10. Provisional employment acknowledgment
11. Field Trip Permission Form
12. Registration Fee
13. Handbook Acknowledgment Signature Form

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Registration Fee

Upon registration, the family must pay the \$150 registration fee. This fee is non-refundable should the family decide to not attend. Registration for the school year is ongoing. The Registration Fee must be paid at the time of registration in order to secure a spot for your student. After acceptance by the family of enrollment and the payment of the registration fee, the school will hold placement for the child and the policies of this handbook apply to any changes in enrollment status or other situations that may arise from the time of enrollment until the child enters the program or a new school year begins.

Termination of Care

CAST reserves the right to terminate child care for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation

- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously
-

Reenrollment

In the spring, we will send you a re-enrollment letter informing you that the re-enrollment period has started and ask you to make a \$100 deposit toward the non-refundable Annual Fee discussed in the Tuition and Fees section below. If you will be re-enrolling your child for the next school year, you should follow the instructions in the letter to complete payment along with completing a new Student Personal Data Form. Full payment of the annual fee is required by July 15th of the upcoming school year.

CAST also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 90 day, advance written notice stating when care will be ending
- Payment for the last two weeks of care
- If the child is pulled without a 90 day written notice, payment is to be made immediately for the final weeks.

Operational Policies

Hours of Operation

CAST is open from 7:00AM to 6:00PM, Monday through Friday. Before School care 7:00 a.m to 8:30 a.m. After School care 3:00- 6:00 p.m.

Attendance: Children must attend school daily. This is to ensure children stay on a daily routine. This is also to ensure that we have enough food prepared for lunch and we have the staff we need to govern the children. If a child has a scheduled doctor's appointment and will need to be late, parents are to inform the director of the appointment ahead of time. Upon returning a written doctor's excuse is required. Pre-K children must arrive by 8:30 a.m.

Weekly tuition is required for one or more days.

Special Holidays

- CAST will close for the following special holidays: [list of holidays] Months of Operation: open year around January through December. We are closed per the Cherokee County School District calendar.

Dates the academy will be closed: (Please note: Full tuition is still required these weeks.)

- New Year's Day (January)
- Memorial Day (May)
- Independence Day (Fourth of July)
- Labor Day (September)
- Thanksgiving Day and the Day following (November)
- Christmas Eve and Christmas Day (December)

Note: This facility will close on Friday if the holiday falls on Saturday. We will close on Monday if the holiday falls on Sunday. Weekly rates apply year-round including legal holidays and any student absences.

Parents are notified of inclement weather closings via Brightwheel, school website and social media.

- There may be additional days throughout the year when CAST will close (weather related), but notice will be given whenever possible.
- There will be no charge for the special holiday closings.

Emergency Policies

Bad Weather

CAST will make every effort to be open in bad weather. We will close when Cherokee County Schools close or when it is otherwise deemed necessary (i.e. extremely low student numbers, power outage, and/or for the safety of staff and families). A decision to close is a difficult one to make and there are occasions when the facility will be open if the director feels the roads are safe enough for travel. Parents will be notified through Brightwheel.

School Delays and Closings

The childcare DOES NOT follow the county schools' delays and closings. We will use our discretion on opening for the regular hours even if the county schools are delayed or closed.

Relocation of Children in the Event of Building Emergency

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated away from the building.
- The children will be moved to the activity field next to the center.
- Parents will be notified that they must pick their children up immediately.

Child Attendance, Arrival, and Departure

Arrivals and Departures

- Early Drop off is 7:00am. Regular Drop-off Begins at 8:00 am. We ask that children arrive no later than 8:30, as we start our preschool day at that time. If your child is to arrive later than 8:30am, please notify the director, with the understanding that your child may miss some preschool lesson time. Appointments (i.e. doctor, dentist, etc.) are the

exception to this. Again, please contact the director so he/she is aware of an approximate arrival time.

- Parents/guardians are required to sign children in and out each day they are in attendance through the parent communication app. **South Carolina Department of Early Care and Education rules and regulations require an adult to escort and sign child(ren) 5 and younger in and out of this facility.**
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify the office if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$5 For the First 15 Minutes. \$1 per minute afterwards. will apply after the scheduled pick up time of 2:45 pm or 6:00 pm for afterschool. Failure to pick up children by 3:00 pm will result in late stay charges.
- If a child has not been picked up by 15 minutes after their scheduled pick up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect. The local police department will be called to pick up the child.
- It is the parent and/or legal guardian's responsibility to supply and update information. We must be able to reach parents and/or legal guardians at all times.

Reporting Children's Absences

CAST staff plan the day based upon the number of children expected. We ask that parents notify the director as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

Tracking Procedures

The CAST staff will make use of a classroom tracking system where teachers note the location of each child in their care all day long in Brightwheel. Children will never be left unattended and the classroom lead teacher is responsible for knowing each child's location from the time they are dropped off to the time parents arrive for pick-up.

Tobacco, Alcohol, Firearms and Drugs

CAST prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. The entire policy may be read at the entrance to the building. A copy of the policy may also be requested at any time.

Payment and Fee Schedule

All tuition payments are due every Monday, regardless of your child's attendance. CAST reserves the right to change these fees with a one day's notice.

Childcare Fees

2.5-5 Years

TUITION: Full-Time \$165 Weekly

EARLY DROP-OFF: \$75 Monthly

AFTERSCHOOL: \$160 Monthly

Other Fees

- \$25 late payment fee per week until the bill is paid.
- \$30 returned check fee (Subject to change, based on the bank charges)
- Late pickup fee of \$5 for the first 15 minutes and \$1 per minute after per child.

Billing

- Parents can monitor and pay fees through Brightwheel.
- Invoices will be delivered by Friday weekly and will include the fees due for the following. Payments are due Monday, at the start of every week.
- If the bill is unpaid by Wednesday, a late fee of \$25 will be assessed each week there is an outstanding balance.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement, may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the School incurs in collection of Parents' outstanding balance.
- Billing will continue during this time.
- If the bill is not paid within two weeks of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.

Late Pick-up Fee

- Failure to pick up your child/children by the end of the day will result in a charge of \$5 for the first 15 minutes then \$1 per minute after.
- Please make every effort to pick up your child at the specified time.
- It is understood that circumstances may come up to prevent getting to the facility on time. If you are unable to pick up your child on time, please notify the director.

- If you will be more than 15 minutes late, please make arrangements with someone on your pick-up list to pick up your child to avoid a call to CPS for a child neglect report.

Medical Policies

Immunizations and Physical Exam

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within the 30 days prior to their attendance. These records must be provided prior to your child's first day of attendance.
- Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on file in the CAST office or on Brightwheel.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved by a state consultant.

Medication

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

Communicable Diseases

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
 1. vomiting
 2. severe coughing
 3. temperature of 100 or higher
 4. diarrhea
 5. suspicious rash
 6. difficult or rapid breathing
 7. lice (may only return when deemed "nit free")
 8. red, encrusted, or runny eyes

9. lethargic behavior

- Parents are expected to have the child picked up within an hour of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to CAST
- Please do not give your child medication and send them to CAST if they have been ill through the night.
- Parents should have a backup plan of care established if a child is sent home from CAST with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

Reoccurring Medical Issues

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, CAST must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to DSS. Parents will receive a copy of the accident report that is submitted to the state.
- If the injury requires immediate medical attention, 911 will be called.

Parental Responsibilities

Meals and Snacks

For health and safety purposes, DSS regulates practices related to snack and mealtimes. Firm, round foods (such as whole grapes, hard candy, nuts, and popcorn) cannot be offered to children at CAST.

- CAST does not provide meals. Parents will send in a morning snack, lunch and afternoon snack.
- Children must eat breakfast at home.

- Morning snacks are served from 9:30 am daily. If your child will be coming after 9:30 am, please have them already fed.
- CAST does not provide fridges.
- Lunch must be provided by the parents at this time. All lunches must be packed cold however; warm lunches may be brought in stainless steel thermoses that keep foods at 140 degrees or warmer. Parents must heat the food at home before putting it in the insulated container. Please remember that younger children usually eat small portions.
- Food and drink should be labeled with the child's name, packaged for single use, and located in that child's room. Each child should also have a water bottle. Water will always be available as well throughout the day.
- Food must be cut in pieces one-half inch or smaller—grapes halved, hot dogs cut lengthwise and quartered.
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, however, those foods must be commercially prepackaged. No homemade foods are allowed. Items may be purchased at a bakery with the logo and address on the box.
- Leftover formula, juice, or food cannot be re-served but may be saved for parents to take home. Parents may not send food that has already been offered to the child. *Breakfast should be finished before drop-off.*
- Juice pouches/boxes that are not 100% fruit juice are not an acceptable substitute for milk or water.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes.

Naps/Rest Period

- Children will participate in a rest period after lunch each day.
- Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of time.
- Should your child fail to remain quiet and there is no one available to take them out of the room, you may be called in to come and take your child until naptime is over.
- Please provide a small pillow, blanket, and a security item (stuffed animal), if needed.
- Each Friday, the child's nap items will be sent home to be washed and returned on Monday.

Field Trips/Car Seats

- Permission slips are required for each field trip.
- CAST does not transport children. Parents will be required to transport their children during a field trip.
- Children who do not have a signed permission slip on file may not participate in the planned field trip.

Files

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to CAST, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play (even if just for a short period of time) when the weather permits Director's discretion and the Weather Watch charts posted in the classrooms—32 degrees with wind chill in colder weather to 92 degrees in warmer weather).
- Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.
- Sunscreen can be sent in with the proper medication authorization.

Toys & Electronic Devices

- CAST is well stocked with a variety of toys and materials for the children to play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to CAST from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day. Please consider that there is limited storage space when sending in show and tell items.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- CAST is not responsible for items that the child has misplaced.

Potty Training and Toileting

Due to DSS regulations for handling cloth diapers and human waste, CAST permits only disposable diapers. The CAST provides wipes unless a child requires a specific type or brand.

- Parents must send in disposable training pants and wipes.
- When your child is showing signs of interest in potty training, can communicate his or her needs, and you are ready to begin potty training, please let the classroom teacher know. Disposable training pants should be used during the potty-training process and until the child has been accident-free for two weeks.
- We will be happy to reinforce any toilet training that you have begun at home. However, please remember that you, as parents, are primarily responsible for leading the toilet training process. Personal hygiene (washing hands, wiping bottoms, and flushing toilets) is part of this training.
- A child needs to be fully trained prior to starting K3.
- Our accident policy is as follows: if your child is toilet trained, we will help your child change his/her clothes after an accident, assist in cleaning their legs, but we do not wipe genital areas.

Covid-19 Procedures

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once upon arrival and then after lunch, or before, if a staff member notices any change with your child's behavior and/or coloring, or if your child complains of not feeling well.

1. Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
2. Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
3. Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.
4. Parents will be required to contact the Director within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.

5. If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state “That the child _____ was seen and was evaluated for _____... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk” We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).
6. If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, CAST must be contacted immediately.
7. If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.

School Illness Guidelines

Illness/Infection/Symptom	Should You Stay at Home?	When You May Return
Chicken Pox	Yes	With parent note; when all pox have scabbed over and are dry
Cold	No (without fever) Yes (with fever)	See fever guidelines
Cough	A child with a frequent severe cough should not be brought to the CAST	When cough is controlled without medication
COVID-19 exposure or positive test	Yes	Please contact the director for guidance on when to return
Croup	Yes	Free of fever for 24 hours, cough controlled, and able to participate in the normal classroom routine
Diarrhea (2 or more loose stools in a 24 hour period)	Yes	Symptom free for 24 hours
Ear Infection	No	(unless fever is present or symptoms prohibit normal classroom routine)

Fever Infants 4 months or younger with a rectal temp of 101°; Infants and children over 4 months with an axillary temp of 99° or an oral temp of 100°	Yes	Free of fever for 24 hours without fever-reducing medication
Fifth Disease	If fevered or with behavior changes	Free of fever for 24 hours and able to participate in the normal classroom routine
Hand/Foot/Mouth Disease	Yes (with fever, blisters in mouth, and more than a few blisters in the diaper area)	With parent note; when no new blisters appear
Head Lice	Please notify the school nurse so any necessary precautions can be taken at school.	After treatment and removal of all nits in accordance with our “No Nit Policy”
Impetigo	Yes, until after 24 hours of antibiotic therapy or as long as lesion is draining and cannot be covered	Parent note stating that antibiotic therapy has been initiated for 24 hours
Measles	Yes	With medical note; 4 days after onset of rash and when the child is fever free
Molluscum	No	Any bumps not covered by clothing must be covered with a watertight bandage. Any bumps in the diaper/ underwear area of a child needing assistance with the bathroom must be covered with a watertight bandage.

Mumps	Yes	With medical note; when all swelling is gone and at least 5 days after the onset of parotid gland swelling
Pertussis (Whooping Cough)	Yes	With medical note documenting diagnosis and after 5 days of antibiotics
Pink Eye—Bacterial	Yes	With medical note, treatment has started, and eye is no longer draining
Pink Eye—Viral	Yes	When symptoms are gone
Pinworm	Yes	24 hours after initial treatment
Ring Worm of the Body	No	With parent note documenting that treatment has been started
Ring Worm of the Scalp	Yes	With medical note documenting initiation of oral anti-fungal therapy
Roseola	Yes	After rash and fever are gone or with doctor's note
RSV	Yes	Free of fever for 24 hours, and coughing and other symptoms are under control
Rubella (German Measles)	Yes	7 days after onset of rash or with medical note
Salmonella	Yes	With medical note or when diarrhea resolves; 3 negative stool cultures are required for Salmonella
Strep Throat	Yes	With parent note stating diagnosis and treatment; 24 hours after beginning treatment and once the child is fever-free for 24 hours
Thrush	No, but treatment should be sought	
Unidentified weeping rash	Yes	When rash is gone, unless a physician approves readmission

Vomiting	Yes	24 hours after the last vomiting and able to participate in activities
----------	-----	--

Keeping Healthy

CAST will take every precaution for your child to stay healthy and ask that the parents help with this.

1. Consistent hand washing and cleaning of the center will be performed throughout the day.
2. Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
3. We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend CAST.
4. We ask that all families practice social distancing as recommended and/or required by State and Federal guidelines.
5. During a time of a pandemic, CAST will only care for the allowed students in accordance with the state, federal and local government.

Closing of CAST

If CAST is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the local Health Department. Any, and all, direction for additional cleaning and disinfecting, quarantine recommendations and/or closures will be made by the health department after talking with those affected. CAST has every intention of remaining open during these uncertain times but may close as directed by state or local officials at any time during the pandemic.

Christocrats Academy of Science & Technology, Inc.

Developing the Leaders of Tomorrow in a Christ-Centered Environment

Parent-Student Handbook Signature Page

I, _____ have received the 2022 edition of the Christocrats Academy of Science & Technology, Inc. ("CAST") Parent Handbook. I understand the policies described in the Handbook and agree that these policies will govern the relationship between CAST and my family and my child's relationship with CAST.

Child's Name _____

Parent/Guardian's Signature _____ Date _____