



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



A Place to Grow

Calvary Christian Preschool
is a ministry of Calvary Baptist Church

3810 Grandview Drive, Simpsonville, SC 29680
Church: 864.967.7803 School: 864.688.3043

www.calvarysimpsonville.org/ccp



HANDBOOK 2024-2025



CALVARY CHRISTIAN PRESCHOOL CONTACT NUMBERS

Direct Number to School
864.688.3043

Michele Schultz, Director
mschultz@calvarysimpsonville.org

Lori Peery, Director Designee

Lauren Baker, Director Designee
ccpbakersbunch@gmail.com

Denise Lezza, Secretary
school@calvarysimpsonville.org

Pastoral Staff
864.967.7803

Website
calvarysimpsonville.org/ccp

Emergency Procedures

Daily and Ongoing Safety Measures:

- Preschool building and classroom doors are locked after the children arrive and remain locked until dismissal.
- Fire drills are practiced monthly (**Code Red**)
- Tornado drills are practiced in the fall and spring (**Code Green**)

Alert Status—there is a concern of a possible threat in the area (**Code Yellow**)

- Total lock-down is done. The children will not be permitted outside or to travel from one building to another.
- Our staff will be in contact with our Administration so that we can receive updated information.

High Alert Status—the threat is imminent or the children's safety is at risk (**Code Blue**)

- Total lock-down is done.
- The children are moved to a secure location and locked with a barracuda locking device. This room has no windows, is centrally located, and has interior walls.
- Phone contact is kept with the office and the director and/or director designee is near the alarm system with a code that will alert the fire, police, and EMS.

Please understand that we will not call parents during the emergency until the threat is over. A statement will be issued via email when the situation is all clear and the children's safety has been insured. No dismissals will occur during lockdown.

- Please realize that decisions are made with the primary consideration being the care, safety, and security of the entire student body.
- Instruction for dismissal will be communicated through the preschool office when the emergency has concluded.

Enrichment Classes (included in the tuition)

SPANISH

The children will be taught simple, every day words and phrases in the Spanish language through rote memorization, songs and games. For all grade levels.

WORKOUT WEDNESDAY

Physical Education class for all grade levels with a teacher-directed and instructed time to introduce large motor activities to increase a child’s understanding of the importance of health and fitness in their daily agenda.

CHAPEL

Special guest speakers deliver a message from God’s Word. Stories are based on Bible characters and Bible truths that children can apply to their own hearts while instilling a love of worshipping God. For K3, K4 and K5, with K2 joining after Christmas.

MUSIC

Children gain an appreciation for the basic elements of the foundation of music through an introduction to musical concepts through movement and interactive activities.

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Thank you for entrusting your child to us and allowing Calvary Christian Preschool to partner with you. We understand the awesome responsibility we have assisting you in meeting the spiritual, social, physical, and academic needs of your child.

Our qualified staff desires to provide your child with a solid foundation in these early childhood years by combining age appropriate activities and the strong A-Beka curriculum. We desire to provide a biblically-based education in a positive, nurturing environment.

As we begin our school year, please remember our staff desires to serve your family. Please join us in making this year successful by positive communication and cooperation. The staff at Calvary Christian Preschool as well as the pastoral staff of Calvary Baptist Church are available to assist your family in any way we are able.

We look forward to wonderful beginnings and partnering with you to make this a positive time in your family's life!

Sincerely,

Michele Schultz

Financial Information

REGISTRATION FEE: \$145.00
Due when invoiced

K5 REGISTRATION FEE: \$195.00
Due when invoiced

K2-K4 CURRICULUM & MATERIALS FEE: \$75.00
Due July 1

K5 CURRICULUM & ACTIVITY FEE: \$285.00
Due July 1

ALL FEES ARE NON-REFUNDABLE

AUGUST THRU MAY MONTHLY TUITION—EACH STUDENT

K5 (4 days per week):	\$340.00 (\$3,400.00 for the year)
K4 (4 days per week):	\$310.00 (3,100.00 for the year)
K4 (3 days per week):	\$280.00 (\$2,800.00 for the year)
K3 (3 days per week):	\$280.00 (\$2,800.00 for the year)
K2 (3 days per week):	\$280.00 (\$2,800.00 for the year)

Families with multiple children: First child will pay the full rate listed. Additional children will receive a \$10 tuition discount each month.

Payment Details

Tuition payments are due the 1st of each month from August through May.

- Payments are made through Brightwheel. You will set up your method of payment in this program. There is a 2.7% fee charge for using a credit card; however to avoid this charge, you may choose an ACH payment from your bank for which there is no charge.
- A **\$25 late fee** will be applied to your unpaid invoice after the 5th of the month.
- A student may not return the following month if payments are not current.

We do not charge an hourly rate; therefore if your child comes late or leaves early, the rate remains the same. Remember to call the day before if your child is unable to attend.

Communication with the director is of great importance if special consideration is needed concerning a late payment.



Welcome to a new year at Calvary Christian Preschool! Whether you are new to the Preschool or returning, we are thrilled to have you as part of our family. Thank you for the privilege of partnering with you in the training of your children during these important early years of their lives.

Calvary Christian Preschool is a ministry of Calvary Baptist Church, and it is our desire as a church to minister to families. If we can be a help or encouragement to your family, please contact us. We welcome the opportunity.

Listed below are some additional opportunities and ministries available through our church to your children as well as your entire family. We welcome your participation. Have a great year!

Calvary Administrative Team

CALVARY MINISTRIES AVAILABLE FOR YOUR FAMILY

- **Sunday School:** 9:30 am (for all ages)
- **Sunday Worship Services:** 10:30 am
- **Sunday Evening Activities:** 5:30 pm
Truth Trackers children's program, ages 3 through 5th grade
Adult Bible Studies, re|engage Marriage Ministry
- **Wednesday:** Adult Bible Study and Community Groups - 7:00 pm
- **Spiritual Counsel for Marriage and Family Needs:**
Our pastoral staff will assist you in understanding God's Word and His will for the everyday difficulties of life. Call our office at 864.967.7803 for an appointment.

Admissions

MISSION STATEMENT

We are dedicated teachers employed by Calvary Baptist Church whose primary purpose is to provide optimum preschool education in a Christian environment. We endeavor to give the children exposure to age-appropriate biblical, academic and social activities.

Our desire is to partner with parents in the education and training of their child—encouraging each one to grow and “increase in wisdom and in stature, and in favour with God and man.”

STUDENT ELIGIBILITY

Our preschool is available for children between the ages of 2 and 5 (birth date prior to September 1st) regardless of race, sex, color, national or ethnic origin. We believe and teach a biblical worldview in keeping with our church statement of faith which may be viewed on our website calvarysimpsonville.org

K2-K4 classes are in session from 8:30-1:30. We offer the following classes:

K2 3 days — Tue, Wed & Fri

**K2 will have abbreviated daily schedule the first month of classes.*

Week #1—11:00 am Dismissal, Week #2—12:00 pm Dismissal,

Week #3—1:00 pm Dismissal

Ages 3 and up, **children must be toilet independent.**

K3 3 days — Tue, Wed & Fri

K4 3 days — Tue, Wed & Fri

K4 4 days — Tue, Wed, Thu, & Fri

K5- class is in session from 8:30-1:45.

4 days — Tue, Wed, Thu & Fri (also several Mondays for Marvelous Monday)

REQUIRED ADMISSION RECORDS

- Current year's Application (submitted online)
- Registration Fee (non-refundable) paid through Brightwheel.
- Birth Certificate from the *Department of Vital Statistics*. The hospital certificate is not a legal document.
- South Carolina immunization certificate (DHEC-2740a or DHEC-4024.) We cannot accept immunization records from out-of-state.
- DSS Form 2900 (available online)

Since enrollment for each class is limited, children will be accepted in the order in which we receive all of the above documents and the registration fee. If your plans to enroll your child change, please call the office prior to the beginning of the school year.

We file each student's personal files in a locked, secure and private manner.

REQUIREMENTS

If there is a question of K5 readiness, a Slosson KRT Readiness Testing is available and will be administered during the summer by Calvary Christian Preschool administration.

DAILY SCHEDULE

Classes Open	8:15 am
Classes Begin	8:30 am
Classes End	1:45 pm

FEES

An activity fee will be charged in July that will help cover the cost of field trips, graduation caps and gowns, and special classes and supplies.

FIELD TRIPS

Field trips are planned for educational and recreational purposes. A permission slip for each field trip will be sent home for your signature and must be returned to the school before the field trip. Your signature gives permission for Calvary Baptist Church to transport your child to the specific location of the activity and gives permission to administer and/or get medical help while on the trip, if necessary. No child will be permitted to go on a field trip without a permission slip.

REPORT CARDS

Calvary Christian Preschool K5 operates on a nine-week reporting period. A report card is sent home at the end of each nine-week period stating your child's academic progress as well as showing areas of growth or improvements needed.

TESTING

The *Iowa Achievement Test* given in the spring will give the teachers and parents an evaluation of what your child has accomplished throughout the year and areas that may need attention.

WITHDRAWAL

- Withdrawals must be made in person through the school and financial offices.
- Report cards and student records cannot be released to another school or to the parents until all outstanding charges have been paid.
- **Registration fees are NON-REFUNDABLE.**

K5 Program

ASSOCIATIONS

Calvary Christian Kindergarten is associated with the South Carolina Association of Christian Schools (SCACS), C-NET Preschool Division, and is registered with DSS and DHEC.

ATTENDANCE AND TARDINESS

Attendance is compulsory. Students who are not able to attend due to illness or other reasons must bring a written excuse signed by the parent or guardian or a doctor's note.

Character training is emphasized in our curriculum; therefore, you can help us instill the character trait of punctuality by bringing your child to school on time. The doors open at 8:15am for K5 .

- Class starts promptly at 8:30am, and your child will be marked tardy after that time.
- Five days of tardiness will constitute a 1 day unexcused absence.
- We follow the South Carolina Department of Education standard which has determined that 10 days of unexcused absences can jeopardize the child's passing of a grade.

Excused absences are:

- Medical appointments (with doctor's note)
- Funeral of immediate family member
- Weather conditions
- Extended illness with a doctor's note
- One or two day illness with a parent's note

Unexcused absences and tardiness are:

- Car trouble
- Trips or vacations

Written excuses must be brought and include the following information:

- Date of absence or tardiness
- Reason
- Signature of parent or guardian

Attendance

CALENDAR

The calendar is unique to our school. We try to coincide major holidays with the Greenville County school schedule. Please see our Year At-A-Glance calendar for school dates specific to Calvary Christian Preschool.

CLOSING DUE TO WEATHER

In the event of inclement weather, our school will follow the decision made by the school district of Greenville County on the first day. We will make an independent decision thereafter. Our school closings will be reported on News Channel 4 and will be listed as **Calvary Christian Preschool—Simpsonville.**

ATTENDANCE

Once your child is registered, the teachers plan activities and crafts around your child's participation. In the event your child is unable to attend the regularly scheduled day, we ask you to contact the office at 864.688.3043, or your child's teacher directly, to inform us. You may also email us: school@calvarysimpsonville.org.

If your child does not attend for two consecutive weeks, and we have been unable to communicate with you, your child's place will be offered to a child on the waiting list.

Student Information

DRESS STANDARDS

All students must have a clean, neat appearance. Students should wear closed-toe shoes or sneakers for safety during outside play. **No flip-flops, dress shoes, or open-toed shoes should be worn.** Please dress your child appropriately for the weather. The children play outside even on cool days if it is not raining and the ground is dry.

Workout Wednesday—Proper attire for our Physical Education class is essential for your child's safety to prevent injury.

- 1) Tennis shoes
- 2) Athletic wear

TOYS

Please leave all toys at home. If an item is needed for show-and-tell or a special occasion, you will be informed by the teacher.

SNACK and LUNCH

We provide a mid-morning healthy snack for each student. Although we are not a peanut-free zone, we are greatly concerned for the welfare of each student and will take the utmost consideration in special classroom snacks. **Children with special dietary needs or allergies are requested to bring their own snacks.** A lunch from home must be packed each school day along with a pop-top water bottle. Please label these items.

Each year we have students with severe allergies. You will be informed at Open House or before the first day of school if your child's classroom is designated as "peanut-free" or "tree-nut free" room due to the needs of the particular students assigned to that classroom.

LOST AND FOUND

Parents should mark all items sent to school with their child's name or an identification label. If your child should lose an item, please contact the teacher as soon as possible.

DOCUMENT RETENTION

We will retain documents 2 years after withdrawal or graduation of a student. Documents will be destroyed after that time

Sickness Policy

If your child becomes ill while at school, we will try to reach you at one of your emergency numbers. *If we cannot reach you or your spouse, your child will be removed from the class, and a staff member will stay with your child in an isolated room until the parent arrives.*

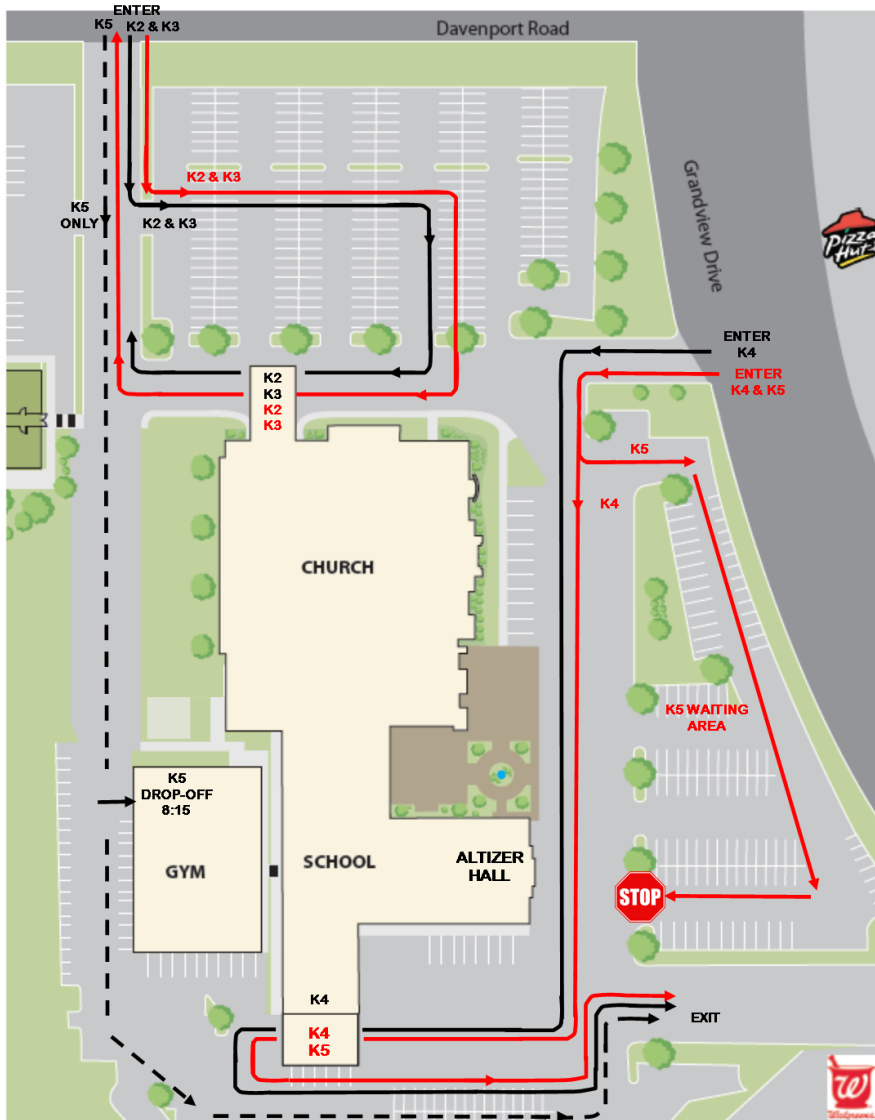
Please keep your child home if he or she:

- has a fever, (100° or above) or has had one during the last 24 hours. (*Children should be fever-free without any fever-reducing medication and able to hold down food before returning to school.*)
- has an unexplained rash.
- has been on an antibiotic for **less than 24 hours.**
- Is taking prescription medication. (We will not administer medication except in the case of an emergency such as the administration of an epi-pen for an allergic reaction.)
- has a continual, heavy, discolored nasal discharge, or persistent cough. (Exceptions will be made for those children with a clear nasal discharge caused by allergies. A doctor's note is required.)
- has vomited or has had diarrhea during the last 24 hours.
- is not acting like himself or has been exposed to a contagious disease.

If you keep your child home from school, please call 864.688.3043 to inform the office.

On the application there is a release form allowing us to seek emergency help for your child if necessary. *Please realize we will use our best judgment concerning the health and safety of each child.*

Morning and Afternoon Carline Map



PARENT-TEACHER COMMUNICATION

Parents are welcome in their child's classroom for short visits; however, no parent is to go directly to the classroom during school hours without permission from the teacher or office. Questions or problems that require discussion should be handled through a scheduled conference after class hours. We encourage you to take care of any concerns or questions promptly.

Communication for classroom photos, calendar, and announcements will be done through the Brightwheel app and class email. Volunteer sign-ups will be done through Sign-up-Genius.

We will never publish photos to any social media; however, we reserve the right to use photos taken at school for marketing or for any school purpose (i.e. displayed in classrooms, bulletin boards or craft projects).

DISCIPLINE

Corporal punishment is prohibited at Calvary Christian Preschool. A system to encourage obedience, respect, and safety is in place as follows:

- Warning—verbal reminder
- Time-out—child will either lose an activity privilege or walk around the inside of the fence for part of recess
- Removal from class—if a discipline issue becomes repetitive or the incident involves hitting, biting, or disruptive behavior, a student will be sent to the director or a director designee. The parent may be called to pick up the child.
- Contact parent—teacher will inform the parent of the problem by note or a phone call
- Conference—if a discipline issue continues, the parent will be asked to come in for a conference with the teacher and director. They will decide on the best plan to address the situation.

DISMISSAL

A spirit of cooperation and respect is anticipated between teachers and parents. We desire to have a school that honors and pleases God. We will endeavor to effectively communicate and will always prayerfully consider each individual situation; however, a child may be dismissed if the parents and school are not in harmony.

Our primary goal is that every student will have an environment that is safe and secure. If a fellow student is continually disruptive in a negative manner or is aggressive towards others, that child may be dismissed from the preschool. We will make decisions based on what is best for the entire class.

August and September Morning Check-in

K3 and K4 ONLY

WALK-IN GENERAL INFORMATION:

Keep good-byes short.

We will move to a morning carline plan for K3 & K4 by September 1.

K3 INFORMATION:

- Parents will enter from Davenport Road
- Follow the map and merge into the K4 traffic
- Park in the south parking lot (near main preschool doors).
- Doors will open at 8:15
- To exit follow the flow of traffic around the outer edge of the parking lot to exit out onto Grandview Drive near Walgreens.

K4 INFORMATION:

- Parents will enter from Grandview Drive near Pizza Hut and make an immediate left to drive alongside the front of the church building.
- Park in the south parking lot (near main preschool doors).
- Doors will open at 8:15
- To exit follow the flow of traffic around the outer edge of the parking lot to exit out onto Grandview Drive near Walgreens.

Morning and Afternoon Car Line

To make arrival and dismissal as orderly and convenient as possible, we have an organized car line. For safety reasons, **DO NOT USE** cell phones while in car line. Please follow the guidelines below:

- DO NOT get out of your vehicle during car line.
- Display the pick-up card (issued at Open House) with your child's number on it from **the rear-view mirror** of your vehicle promptly upon entering the property.
- K2 and K3 classes—enter the driveway at Davenport Road. Take an immediate left into the lot. Proceed to the portico at the north end of the building to drop off/pick up your child (see map). Pull forward so that three cars fit under the portico.

- K4 classes—enter parking lot from the driveway closest to Pizza Hut. Proceed to the portico at the south end of the building (Walgreens side) to drop off/pick up your child. Pull forward so that three cars fit under the portico. K4 students are expected to buckle themselves in the car. A four-year-old with a younger sibling will drop off and pick up at the 2s/3s car line.
- K5 class—**for drop-off**, enter parking lot from Davenport Road. Proceed straight to the Gym door (shown on map) and drop off your student at the back doors. **For pick-up** enter the driveway closest to Pizza Hut. Take an immediate left to the small parking area and wait to be called to pull forward (see map). Proceed to the portico at the south end of the building (Walgreens side) to pick up your child. Pull forward so that three cars fit under the portico. K5 students are expected to buckle themselves in the car.
- If you do not pick up your child by the time car line has ended, your child will be brought back to his/her classroom. You will need to park and come inside to sign out and pick up your child. A \$5 late fee will be added to your account for each 15 min. late.
- If you need to talk to your child's teacher, please call before 1:00 pm to schedule a conference time. If something urgent needs to be addressed, the teacher will have you pull out of the flow of traffic to speak with you. Should you need to pick up your child early, you must arrive before 1:00 pm.
- **There will be NO early dismissal after 1:00 pm.**
- Inform your child's teachers about any change regarding the person picking up your child. In an emergency, we will take a verbal phone message; however, the person picking up the child must be listed as a contact in brightwheel and present a photo ID.
- CCP reserves the right not to release a child to any individual if we suspect it is unsafe. In the event that a parent or individual picking up a child arrives intoxicated, we will NOT release the child under any circumstance and the parents or emergency contact will be called to pick up the child.
- Parents may not withhold parental privileges (i.e. picking up your child, from one another without legal documentation. In case of court ordered guardianship/non-custodial guardianship, the parent or legal guardian must provide the legal documents to CCP in order for us to make sure the proper release is being followed. In the event that a non-custodial parent wrongfully tries to pick up a child without court ordered permission, we will immediately call the custodial parent and/or police.)