

Coastline Christian School Handbook

License # 300607148

Director – Olivia Woerz



“On Track For The Future”

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Dear Parents,

God tells us in Psalm 127:3 that "Children are a gift of the Lord; the fruit of the womb is a reward." We at Coastline Christian School wish to express our appreciation in your decision to intrust to us the most precious of God's gifts - your child. Be assured, we do not view this privilege frivolously. Our aim is to provide your child with a superior academic program while placing a strong emphasis in sound Biblical training.

We encourage you to take an active role in your child's educational process. The following pages will answer many of your questions concerning our school's procedures, philosophy and overall operation. We welcome all comments, questions and suggestions.

As the Director of your school, you have my personal pledge that Coastline Christian School will strive for excellence in all aspects, and will make every effort to live up to the expectations you have confidently placed in us. Our prayer is that we can play a significant part in your child's blessed future in Christ.

Praise God for what is certain to be a wonderful year.

Sincerely,

Olivia Woerz

Director

PHILOSOPHY AND PURPOSE

Colossians 3:17 says, "Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father." For this reason, we believe that all facets of education must be centered in Jesus Christ - in His name and for His glory. Christian education should aid children in developing academically, physically, socially, emotionally and spiritually. We believe in a strong academic program, while emphasizing the development of solid Christian character.

The primary learning center for children is the home. Our goal is to assist parents by affirming the value system they instill in their children.

Additionally, we believe that children must learn in a firm but loving environment where they can excel to their God-given potential.

Most importantly, we teach God's love and plan of salvation as it is revealed in His Word, the Bible.

SCHOOL BOARD

The school board is a volunteer group of members of the First United Methodist Church who want to serve the Lord.

The function of the school board shall be to oversee the operation of the school within the outline stated in the by-laws. The school board responsibilities include but are not limited to:

- formulating major school policies for the overall goals of the school
- approving or disapproving all major changes in personnel
- approving budget, salaries and major expenditures
- approving staff evaluations annually
- supporting and assisting the Director in all areas of the school

SCHOOL CHURCH POLICY & STATEMENT OF FAITH

Although Coastline Christian School is a ministry of the First United Methodist Church of Huntington Beach, the school board has adopted an independent Bible teaching program that does not emphasize denominational belief or teaching. The primary emphasis is on the basic Biblical fundamentals of faith and Biblical doctrines such as those of salvation by grace, etc.

Coastline Christian School believes the following:

There is one God manifested in three persons, Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, His death on the cross for our redemption, His bodily resurrection, His ascension into heaven, His present ministry of grace, and His return to earth in power and glory.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that man was created in the image of God, but because of sin, was alienated from God. That alienation can be removed only by accepting through faith God's gift of salvation which was made possible by Christ's death.

POLICIES

The school administration reserves the right to amend, suspend, or terminate any part of this program at any time.

The school may be closed on certain days for teacher's workshops. Written notice of each closing shall be made to the parents. School hours and sessions shall be set each year by the school board.

GOALS

We will provide for Christian growth by teaching the children about God and the love Jesus has for each one of us.

We will teach in an atmosphere that will be relaxed and loving with the flexibility to meet the individual needs of the child.

We will provide a safe environment inside and outside that stimulates a child's individual growth by meeting his or her needs and by building important foundations for future academic, physical, emotional and social pursuits.

We will provide a positive approach in building a child's self-esteem. We will encourage acceptable social behavior, being kind, and learning to work together for the well being of the class.

ABOUT COASTLINE

Coastline will provide for academic and Christian growth by providing a loving and safe environment for learning. Coastline is highly academic. In each preschool and pre-k classroom we will have:

A. Music

-The children will learn songs and rhythmic activity, dancing, creative movement, and fingerplay.

-This will encourage your child to participate in class and also help develop their large motor skills.

B. Art

-The children will create an original piece of art.

-Learn proper use of glue, scissors, and other art materials.

-They will enhance their fine motor skills and help develop creative imaginations.

C. Science and Health

-The children will learn about God's world, animals, plants, weather, nutrition, body parts, and hygiene.

D. Bible

-Each month the children will study a different story from God's word and learn how it applies to our lives.

E. Units of Study

-Each week the children will learn about a different aspect of the world around us.

F. Cooking Experience

-About every other week the children will participate in a "cooking project."

-The children will learn about ingredients, measurements, and other details involved in cooking.

PRESCHOOL ACADEMICS

A. Phonics

Each week the children will work on a different letter from the alphabet and "jingle."

This will help each child to grasp, not only the alphabet, but also to introduce the sounds.

Each class takes one full week to learn each letter.

B. Alphabet

The children will study one letter of the alphabet every week. They will focus on recognizing upper case and lower case letters.

C. Math and Numbers

The children will cover sorting, counting, and recognizing numbers 1-10.

D. Colors and Shapes

E. Bible

Weekly Bible stories

Weekly Memory Verses

Daily Prayer

Praise and Worship through singing

F. Art, Science, Cooking, and Perceptual Motor Development.

PRE-KINDERGARTEN ACADEMICS

- A. The Pre-Kindergarten classes use the A Beka Curriculum which is a Bible based curriculum that not only enhances cognitive growth, but also a strong Biblical foundation.
- B. Phonics and Reading Readiness
 - a. Learning left to right progression.
 - b. Recognizing upper and lower case letters.
 - c. Learning the phonetic sound of each letter.
 - d. Recognizing long and short vowel sounds.
 - e. Beginning to blend two sounds together.
- C. Writing
 - a. Learning the proper use and grip of a pencil.
 - b. Printing letters.
 - c. Strengthening and developing fine motor skills.
- D. Mathematics
 - a. Learning patterning and sequencing skills.
 - b. Problem solving skills.
 - c. Counting 1-100.
 - d. Recognizing numbers 1-50.
 - e. Adding and subtracting using manipulatives.
- E. Bible
 - a. Weekly Bible Stories
 - b. Weekly Memory Verses
 - c. Daily Prayer
 - d. Praise and worship through singing
- F. Art, Science, Cooking, and Perceptual Motor Development.
- G. Review of all Preschool Academics

DAILY CLASS SCHEDULES

A. Non-Potty Trained / Preschool

(Half Day / 7:00 - 12:00)

7:00	-	8:30	Inside Freeplay (Arrival)
8:30	-	9:00	Outside Freeplay
9:00	-	9:15	Group time
9:20	-	9:55	Morning Snack / varies by age group
10:00	-	10:30	Classroom Activity
11:00	-	11:30	Outside Play
11:30	-	12:00	Inside Activity

B. Pre-Kindergarten

(Half Day / 7:00 - 12:00)

7:00 - 8:30	Inside Freeplay (Arrival)
8:30 - 9:00	Outside Freeplay
9:00 - 9:45	Group time / Classroom Activity
9:50 - 10:30	Morning Snack / Recess
10:30 - 12:00	Classroom Activity

C. Non-Potty Trained, Preschool and Pre-Kindergarten

(Lunch Program / 12:00-1:00)

12:00 - 12:45	Lunch / Recess
12:45 - 1:00	Storytime

(Full Day Program / 12:00-6:00)

12:00 - 12:45	Lunch / Recess
12:45 - 2:30	Quiet Time / Nap Time
2:30 - 6:00	Afternoon Snack / Outside Activities

D. Schedule and curriculum are subject to change.

E. Times may be approximate.

ENROLLMENT POLICIES

Children shall be admitted on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, religious belief, national origin or ancestry.

PROCEDURES FOR ENROLLMENT

A. Eligibility

1. Enrollment shall be open to any child, provided the school can meet the needs of that child.
2. A child shall be enrolled only after a parent-administrator (or other school representative) interview to determine the readiness of the child for school. This will be determined with the assistance of readiness testing by Chancy and Bruce.
3. Classes shall be filled in order of applications received.
4. As vacancies occur, classroom quotas shall be filled as names appear on waiting lists.
5. Class screening and placement remain the responsibility of the school's staff.

6. The registration fee secures your child's enrollment. Registration fees paid in the spring for September enrollment secures your child's enrollment only until registration day (usually in July or August). If Coastline has not received September's tuition payment (due on August 1) by registration day your child's position may be considered open and may be given to the next student on the waiting list.

Completion of these procedures and payment of registration fees constitutes registration and admission.

7. Minimum age requirement for enrollment shall be two years.

8. Total enrollment shall not exceed that which is allowed by the licensing agency.

B. Admission

Parents who wish to enroll their children in Coastline Christian School are required to complete the following:

1. Registration packet including a copy of the child's immunization record
2. Pay registration fee
3. Meet with the administrator (or other school representative)

The California State Health Department requires that all health forms be on file before your child may attend school. It is important that all information be current. If there is a change, please notify the school office immediately.

All new students are admitted on a trial basis. Their status will be reviewed by the teacher and administrator monthly. If they do not meet the academic or behavioral standards they may be dismissed.

Coastline is not intended to serve as a disciplinary school or a school for exceptional children. Such cases need specialized care that this school is not able to furnish.

C. Termination

A student may be requested to withdraw from school for reasons of non-cooperation, delinquency in payment of fees or inability of child or parent to adjust to the preschool program. Such withdrawals are to be determined jointly by the Director and school board.

D. Withdrawal

Any parent wishing to withdrawl their child must notify the school office to give **30 day** written notice and check-out. Books, fines, tuition, etc. must all be taken care of prior to withdrawl.

Any child wishing to take part in preschool graduation must have all tuitions, fines, book fees, etc. paid up to date.

Any child withdrawn from enrollment any day after May 1st of the school year, will be charged an "EARLY WITHDRAWL FEE" of 50% of the monthly payment. (ie. \$150.00, your fee \$75.00)

Any child withdrawn in any month and re-enrolling within 4 months, will be charged a \$25.00 re-instatement fee.

After August 1st (at least half of) September's tuition is NON-REFUNDABLE.

FINANCIAL ARRANGEMENTS

A. Registration fee (non-refundable)

1. To assure your child's enrollment, a registration fee is required at the commencement of each school year.
2. The fee shall be non refundable.

B. Steps to Registration

1. Meet with the Director - the parents and children will meet with the director or other school representative at which time they will tour the school and discuss the purpose, goals, philosophy, policies of the school and general information concerning the child and his/her family.
2. Application for enrollment plus registration fee is turned into the school office.
3. Registration packet is filled out and returned along with a copy of the child's immunization records.
4. Registration packet includes:
 - Admission agreement
 - Child's pre-admission health form
 - Physician's report (**signed by the doctor**)
 - Emergency card (office)
 - Emergency card (classroom)
 - Identification information
 - Authorization to treat minor
 - Immunization card
5. The registration fee secures your child's enrollment.

6. Registration fees paid in the spring for September enrollment secures your child's enrollment only until registration day (usually in July or August.)

7. If Coastline has not received September's tuition payment (due on August 1) by registration day your child's position may be considered open and may be given to the next student on the waiting list.

C. Age requirements

-Students must be two years old to attend Coastline Christian School.

-If your child is not yet two years old, you may pay tuition to hold your spot in the non-potty trained class until your child turns two. Space will not be held unless tuition is continually paid.

D. Completion of these procedures and payment of registration fees constitutes registration and admission.

E. Final approval of registration may be based on recommendation from previous school.

F. Change of Program Fee

A \$10.00 change of program fee may be charged for any adjustments that you make to your child's days of attendance if he/she is enrolled full time (5 day attendance) and are changing it to part time attendance (M-W-F or T-Th.) This will apply to changes made after April 1st for the upcoming fall school year.

A \$25.00 reinstatement fee will be charged if your child drops the program for whatever reason and decides to re-enroll within two months.

G. Tuition

1. Tuition shall be computed on a 12 month basis. Twelve equal monthly installments payable to Coastline Christian School.

2. All tuition and registration payments should be in the form of CHECK VISA/MASTER CARD or MONEY ORDER. CASH PAYMENTS SEE OFFICE STAFF. Do not drop in tuition box.

3. Tuition is due on the 1st of each month prior to student attending beginning August 1 and ending May 1. Tuition that is not received by the 10th of the month is subject to a \$25.00 late fee. **This includes checks that are post dated or we have been asked to hold.**

4. When an account is delinquent at end of the current month, (i.e. January 1st payment still hasn't been received by the end of January) a parent will be requested to withdrawl the child from school unless arrangements are made with the administration.

5. Tuition is paid one month in advance.

6. Tuition shall be payable whether or not the child is present in school.

7. Full tuition shall be charged for those months during which there are holidays and vacations within the school year.

8. A full month's tuition shall be paid if a child enters after the first, but before the fifteenth of the month.

9. Half the monthly tuition shall be paid if the child enters after the fifteenth but before the end of the month. (At least half of September's tuition is NON-REFUNDABLE after August 1.)

10. No tuition credit will be given during any absences, including illness. We are licensed to handle a certain number of children per day, distributed between the various classrooms in specific numbers. Consequently, we cannot grant opportunities to make up lost days as a result of absences.

11. A service charge of \$25.00 per check will be added to your account for bank returned checks.

12. In the event of failure to pay, you agree to pay all costs and disbursements, including reasonable attorney fees incurred by us in the legal proceedings to collect your fees, to the extent permitted by law.

13. All old balances must be cleared before the first quarter of the next year begins.

H. Refunds

1. No tuition fees shall be refunded if 30 day advance notice is not given.

2. Pro-rated tuition shall be refunded if a child is dismissed from attendance.

3. The registration fee is non-refundable.

4. After August 1, September's tuition is NON-REFUNDABLE.

5. Early withdrawl any day after May 1st of the school year will result in an "EARLY WITHDRAWL FEE" of 50% of the monthly payment and will be charged to your account.

I. Holidays

No credit on tuition is given for scheduled school holidays. The school will be closed for the following holidays and teacher conferences:

Labor Day
 ACSI Conference (2 days)
 Veteran's Day (1 day)
 Thanksgiving (2 or 3 days)
 Christmas Vacation (2 weeks)
 President's Day
 Martin Luther King, Jr. Day
 Easter Vacation (1 week)
 Memorial Day
 "In House" Staff Development (1 week in June & 1 week in Aug)
 Fourth of July

VBS (TBA)

TUITION PRICES

See Attached Sheet

HOURS

A. Regular School Hours

1. Coastline Christian School hours are from 7:00 AM to 6:00 PM
2. Children should not be brought any earlier than 7:00 AM.
3. It is mandatory that your child be picked up by the designated class time.

B. Preschool Full Day

1. A full day program hours are from 7:00am to 6:00pm.
2. Children should not be brought any earlier than 7:00am or picked up later than 6:00pm.
3. **After 6:00pm late charges of \$1.00 a minute will be incurred. Payable to the staff on duty.**

C. Preschool Half Day

1. Half day Preschool hours are 7:00am - 12:00pm or 7:00am - 1:00pm.
2. Students may not arrive earlier than 7:00am.
3. It is mandatory that your child be picked up by the designated class time.
4. There will be a 5 minute grace period provided, but, we must emphasize - SCHOOL ENDS AT 12:00 AND 1:00.
5. Late pick-ups within 10 minutes will result in a \$.50 per minute charge after the third offense per quarter.
6. Late pick-ups exceeding 10 minutes will always result in a \$.50 per minute charge.
7. Extended care is available for \$10.00 per hour please call and let the office know if you will be using this service.

D. Extended Hours

1. Coastline offers extended hours for a child on a daily basis.
2. The office must be notified in advance and the space must be approved first before extending the child's day.
3. The cost is \$10 per additional hour and/or \$30 until 4:00 and \$35 until 6:00.
4. The cost for non-potty trained children is \$11 per additional hour and/or \$30 until 4:00 and \$35 until 6:00.

E. Additional Days (preschool)

1. Coastline offers additional days of attendance for a child on the days that he/she does not normally attend.
2. The additional days are based on a day to day basis and must be approved in advance.
3. The cost per day is \$40.
4. Approval upon availability only.

F. Special Holiday Hours

1. Several times throughout the school year Coastline will close early (at 11:00 or 12:00 or 1:00) in observation of certain holidays.
2. **On these days late pick ups will result in a \$1.00 a minute late fee.**

PROCEDURES FOR CHECKING IN AND OUT:

Arrival

1. All preschool classes begin at 9:00 a.m.
2. Parents must accompany their child into the classroom and sign in on the sign in/sign out sheet in each classroom.
3. Check in with the teacher before leaving your child.

Pick up

1. To check out a child at/before their designated class time, a parent or authorized adult must sign out on the same sign in/sign out sheet as in the morning.
2. No child will be released to an adult not authorized by a parent to pick the child up.
3. We must have written authorization for changes in this respect.
4. Phone calls will **NOT** be considered as authorization for pick up when the school office does not have the person's name in the file.

TARDIES

It is very disruptive to the class if you bring your children late.

School officially begins and students need to be here by 9:00AM.

We have what we call a **drop off time** from 7:00AM to 8:45AM.

Students can not be dropped off before 7:00AM.

Your children will miss out on many learning activities and opportunities if you bring them late.

It is also very disruptive to the class if you bring your children late.

Parents are responsible for getting their children to school on time.

HEALTH REQUIREMENTS

Because we promote wellness, your child's health is a matter of major importance to all of us at Coastline Christian School. Each day your child's teacher will greet your child and ensure that they are well enough to be at school.

1. A certificate of good health and record of immunizations and tuberculin test signed by a physician shall be required at the time the child is admitted to school. Such a certificate may also be required before re-entrance by a child after any lengthy or serious communicable disease or illness.
2. Parents shall be required to notify the school whenever a child has been exposed to a contagious illness.
3. Exclusion policy for ill children:

The State of California requires children who have or develop the following symptoms to be excluded from school:

- a. fever (within the last 24 hours)
- b. diarrhea (within the last 24 hours)
- c. vomiting/nausea (within the last 24 hours)
- d. congested/persistent cough
- e. heavy mucous discharge from the nose
- f. conjunctivitis/pink eye

Children with runny noses that produce yellow or green mucus, will not be allowed at school.

If a child becomes ill during the school day, a parent will be notified.

Please make sure the school has current work and home phone numbers.

Medication

Instruction forms for the administering of doctor prescribed medication are found in the school office. These must be filled out, signed and returned to the office before any medication will be given to your child. Medicine must be brought by the parent, NOT the child. Do not leave it in child's basket.

Asthma Policy

If your child has asthma, Coastline Christian School recommends that you provide asthma medication (i.e. inhalers) along with Coastline's Medication Release Form (completed by your family doctor) to be kept on hand in the school office. This would assure the proper treatment of your

child in the event your child has an asthma attack and you are unable to be reached.

Coastline does not employ a school nurse, however the office staff has been trained in administering nebulizer treatments.

If you choose not to provide us with medication you will be asked to sign a waiver which will be kept in your child's file.

Minor injuries

Minor injuries at preschool will be handled by staff members trained in first aid. Ice, soap, water, and Band-Aids will be the extent of the first aid treatment rendered.

Accidental Injury

In case of accidental injury we make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. Until the arrival of a parent, the physician, or paramedics, the director or a qualified staff person will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by your insurance. The school will maintain a parent's signed consent form agreeing to this provision. It is to your child's benefit that you keep the school up-to-date on phone numbers, and other pertinent information

NUTRITION

At Coastline Christian School we are interested in the total development of your child. Nutrition plays a very important role in a successful day at school.

Breakfast

- Be sure that your child eats a good, high-protein breakfast before coming to school.
- **Stay away from sweets in the mornings.**

Mid-morning snack

- We will provide a nutritious midmorning snack.

Lunch

- Full day students or children staying until 1:00PM are required to bring a nutritious lunch to school.
- We encourage the children to eat their sandwich first.
- Please keep "junk food" to a minimum.

- Also, candy is not allowed so please do not put it in your child's lunch.

Mid-afternoon snack

- Full day students or children staying for an extended day will have the opportunity to eat what is left in their lunches during a mid-afternoon snack time.
- If the student has eaten all his/her lunch at noon, we will provide a nutritious snack for him/her.

SHARE DAYS

A. Policy

- Share Days are determined by each teacher.
- Mouth toys and toy guns are not permitted.
- Toys that may promote aggression or violence will not be allowed to be shared at school.
- Coastline may deem certain characters (i.e. Pokemon, Power Rangers) as inappropriate and will update this policy throughout the school - year as needed.
- Books, records and tapes are always welcome provided that they are deemed appropriate by the teacher.
- Books brought to be shared must be Christian related or educational.
- We will not be responsible for items brought from the home that are lost or broken at the school.
- No toys should be brought on other days unless authorized by your child's teacher.

DRESS CODE

Our aim is to encourage and guide our students in dressing in a manner glorifying to our Lord. Appropriate dress for school should be conducive to a positive, productive learning atmosphere. The administration makes the final decision regarding issues of clothing. Please support us with your cooperation.

1. Boy's hair should be kept at a reasonable length as to not obstruct their vision.
2. Denim jeans are permitted if they are in good condition. No holes please.
3. Shoes and socks are to be worn at all times. The bottom of shoes should be rubber soled.
4. Girls are encouraged to wear shorts beneath skirts or dresses.
5. Shoes must cover the entire foot. Sandals or high-heeled shoes may not be worn because of lack of protection for the feet.

PARENT SCHOOL COMMUNICATION

- A. It's important that parents are aware of what we are teaching their children. Also, good role models are of ultimate importance. These are the benefits which should be derived from these teachings, and we will continually try to communicate with you.
- B. It is of utmost importance that we work together to provide the very best education and enrichment for your child. We believe that the use of profanity, alcohol and tobacco on a preschool campus is unacceptable. It will not be permitted by any adults and will not be tolerated.
- C. If you wish to discuss a dispute or resolution, the matter will be discussed in private by the parties involved, and with the Director.
- D. If a resolution cannot be reached, the Director will submit the matter to the School Board for resolution.

DISCIPLINE

All discipline is done in love, with self-control, patience, and free from anger, as Biblically set forth. Our rooms are designed to be learning centers for the spiritual, physical, educational, emotional, and social development of each child. If a child is continually disruptive or disobedient, he/she will need to be disciplined. Coastline Christian School's disciplinary policy is:

1. Teach children the rules-what is allowed and what is not.
2. Continually use positive reinforcement for good behavior and "time-out" (one minute per age of child i.e. 2 minutes for 2 year old) for negative behavior.
3. If a child who is aware of the rules is habitually disruptive or disobedient, he must meet with the Director and agree to cooperate before returning to class.
4. If the unacceptable behavior continues, the child will meet with the Director again. However, the first visit usually solves the problem.
5. Parents will be notified of all discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior.
6. Corporal punishment, humiliating or frightening techniques are not used. Also, punishment will not be associated with food, rest or isolation for illness.

Coastline Christian School's disciplinary policy is:

1. If a child is continually disruptive or disobedient, he/she will need to be disciplined. Discipline will be a "time out." If a "time out" does not change the behavior, the child will be sent to see the Director of the school and a note will go home.
2. A child who is aware of the rules and is habitually disruptive or disobedient will meet with the Director and agree to cooperate before returning to class.
3. If the unacceptable behavior continues, the child will meet with the Director again. However, the first visit usually solves the problem.
4. Parents will be notified of all discipline problems. It is important that the family and the school work together to help each child understand the importance of acceptable behavior.
5. If the child continues to be disruptive and disobedient, then the student may be suspended from the program.

Biting policy:

If a student bites another child 3 times within 3 months, the student will be given a 2 day suspension and be subject to expulsion.

Aggression policy:

1. If a student **intentionally threatens the physical safety of another** child (i.e. biting, poking with objects, physical harassment, etc.) the student will be subject to immediate suspension or expulsion. If the undesired behavior continues and does not improve, the student may be asked to leave the program.
2. The school staff will keep the parents informed in writing, of any problem in this area.

NEWSLETTER

1. School Newsletter

- This is the main form of communication to the parents from the school office.
- It will be available in your child's folder on the 1st week of the month.
- It contains information regarding the events which will occur during each month. A calendar of events is provided for easy reference.
- A parent board is located in each class room. Daily information is posted as a reminder.

2. Class Newsletter

- This is the main form of communication to the parents from the teacher
- This is to notify parents what is going on in the classroom during the week and any special events or happenings.
- It will be available on your teacher's board.

PRESCHOOL PROGRESS REPORTS

- A. Progress reports are sent home 2 times in a school year. The first report is given in February and the second report is given in June.
- B. The purpose of the progress report is to inform parents of the progress being made.
- C. Grading:
- a. Social and emotional development
 - b. Language
 - c. Bible time
 - d. Large Muscle Coordination
 - e. Art, Music, Movement
 - f. Perceptual Development
 - g. Small Muscle Coordination
 - h. Reading Readiness
 - i. Mathematics
 - j. Concepts
- D. Parents should not compare report cards with those of other children, including brothers and sisters. Each student is different and the reports reflect progress in accordance with individual ability.**

CONFERENCES

We welcome and encourage inquiries by parents concerning the progress of their children, but we must insist, for the sake of efficiency and proper functioning of our school program, that certain regulations be followed:

1. Time will be scheduled at the end of the first quarter for parent-teacher conferences. Parents demonstrate their commitment to their children's spiritual, academic and social development by making this conference a priority.
2. All conferences with administrators or teachers must be on an appointment basis.
3. If you have a concern, please express it privately only to the one who has offended you or has erred in some way. If, after this first meeting, you are not satisfied, you may contact the administrator. We appreciate your following these Scriptural guidelines (Matt. 18:15-18).

4. Throughout the year you may find that you have questions or concerns that you would like to discuss with your child's teacher. **The teachers are more than happy to address these things, however, please be aware that when teachers are on the playground they are supervising the children.** If you approach them on the playground, keep the time spent talking limited to no more than a minute. If more time is needed you may set up a time to meet with the teacher.

VISITS TO SCHOOL

All parents and visitors are required to check in at the school office before going into classes. No one is permitted to enter any of the classrooms except with permission from the school office. Classrooms will be closed to parental visitations during the months of September and October.

Teachers are instructed not to receive visitors in the classroom unless they have proper clearance from the office. A teacher may refuse any visitor admission if it would hinder learning in that class during that particular time or day.

PARENT VOLUNTEERS

Parent volunteers are always welcome at Coastline. If you would like to help out in any way, you can make arrangements with your child's teacher. Siblings are not allowed in the classrooms during class time, it is best to make other arrangements for younger or older siblings when you are helping in your child's class. We love for our parents to be involved.

There are many ways in which you can get involved:

1. Parent /Teacher Fellowship
 - a. Organizing fellowships between Coastline parents and teachers.
 - b. Examples: Parent/Teacher Luncheon, Teacher Appreciation Week, etc..
2. Operation Christmas Child
 - a. Collecting and coordinating Christmas boxes for children in under-privileged countries.
3. Annual Events
 - a. Coastline is a tuition only based school and fundraising is an essential part of our school. Parent volunteers are needed and welcomed at our annual events such as Trike-a-Thon, See's candy fundraiser, and "Open House/BBQ"

BIRTHDAYS

Your child is welcome to bring a special treat along with a healthy snack to celebrate his/her birthday at school. Please let your child's teacher know in advance which day you would like to celebrate.

CHAPEL SERVICES

1. Bible time will be included in the daily class schedule.
2. Chapel time will be held twice a week alternating every Wednesday and Thursday.
3. Favorite Bible stories and songs are used to reinforce lessons.
4. Parents are invited to attend.

SPECIAL EVENTS

We bring the field trips to us! Throughout the course of the year, Coastline will provide many fun and educational programs here at the school. The events will be varied to accommodate both M,W,F students and T, Th students. Most of the programs will enhance the areas of study given each week.

Here are some examples of Special Events:

1. Pony rides and petting zoo.
2. "The Lizard Wizard" offers children of all ages a hands-on look into the fascinating world of reptiles, amphibians, and arachnids.
3. Bounce Houses
4. Snow Day at Coastline!
5. The Party Train takes us on a wild train ride.
6. The Blue Submarine teaches about marine science with hands-on activities.
7. John Reed and his puppets. Christian Vintrilliquist.
8. Big John the Talking Fire Truck and his firefighting friend will visit with fire safety fun.
9. Mobile Tidepool allows us to discover, explore, learn about, encounter, and handle many animals of the tide pool community.

LOST AND FOUND

Please be sure every piece of clothing, lunch pail, rain gear, toys, etc. are marked with the student's name. If it washes off, re-mark it.

Articles found anywhere on the school grounds or in the school buildings will be kept in a large container on the playground. Items not claimed will be given to charity each quarter.

STUDENT RECORDS POLICY

Coastline will not copy records or make any statements regarding students who are or have been enrolled unless a subpoena from the court is issued.

CHILD ABUSE

Because of the increased incidents of child abuse in our nation, lawmakers have sought to write strict laws to protect children. For that reason, all school, medical and social services personnel are required to report any suspected cases of child abuse either to the child protective agency or the local police. We also must cooperate in their investigation.

Child abuse is not to be mistaken for spanking a child when they have misbehaved. Any repeated injury to a child by other than accidental means, psychological cruelty or sexual abuse is considered abuse.

The school is not equipped to investigate, nor are we allowed the choice to avoid reporting cases of abuse. **We must report such cases.**

INTENTIONAL DAMAGED TO SCHOOL BOOKS/WORKBOOKS

There will be a charge for the re-order amount of the book.

YOUR CHILD'S FIRST DAY

You can help make your child's first day successful by assuring him/her that you will be busy while he/she is busy at school. It is difficult for some children to leave home and begin the preschool experience. The teachers are qualified to handle this transition by making the first days as easy as possible for your child. It is best if you arrange to show your child the school ahead of time and talk about the fun of attending the school. As soon as your child is safely settled in his/her new class, go ahead and leave. Adjustments, even when tearful, are made fairly quickly if the parent is not present.

WHAT TO BRING

1. Please bring the following extra clothes:

- Socks
- underwear
- shirt
- shorts
- pants
- shoes

Put the clothes (please put your child's name on these as well) in a ziploc or plastic grocery bag with your child's name written on it. We will keep these clothes at the school.

2. If your child is enrolled in the 7:00 to 1:00 or the 7:00 to 6:00 program, please bring a nutritious lunch.
3. If your child does not have a lunch and is enrolled in the lunch or afternoon program, a "FORGOTTEN LUNCH FEE" of \$5.00 per day will be charged to your account and a lunch will be provided for your child by the school.
4. If your child is enrolled in the 7:00 to 6:00 program, please bring a nap **BLANKET** and **CRIB SIZE SHEET** with the child's name clearly marked on both of them. Please bring the blankets in a pillow case with the child's name clearly marked. Your child must have all three of these items for nap time.
5. Pacifiers and/or bottles are not allowed. Pacifiers will be allowed at NAP ONLY, but not encouraged. Some small security items may be approved for nap time only.
6. To comply with California State guidelines Coastline Christian School requires that all students 2 years old through pre-kindergarten have a sheet and blanket for their nap mats. If students do not bring one from home Coastline Christian School will provide a ** "loaner." (see below)
7. In order to cover the cost of washing and maintaining the blankets we provide for your child the following policy applies:

If a student has not brought a sheet and blanket from home Coastline will provide you with two reminder notices.

**** After the second reminder the students account will be billed \$1.00 per day until the student has brought a sheet and blanket from home.**

***I have read the handbook and understand the policies set forth.

Signed _____ date: _____

Addendum to CCS Handbook 2011:

*Each month Coastline Christian School practices earthquake and fire drills.

IN CASE OF AN EMERGENCY:

Evacuation Procedures:

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the magnitude of the incident, the school may be closed until further notice. Students will evacuate to the designated parking lot and wait to be released to a parent or authorized disignee.

Your cooperation is necessary during a disaster.

1. **Do not call the school.** Telephone lines may be needed for emergency communication.
2. If you are within Huntington Beach city limits, turn your radio to 530 AM for emergency announcements, including school closures and other important information.
3. Parents and designees MAY NOT pick up children until all students and staff are accounted for and the director approves the release of students. NO EXCEPTIONS.
4. Help us protect your child during a disaster, please be patient with the student release procedure.

CCS STUDENT RELEASE PROCEDURES:

1. Parents should remain in their car. Please enter the school through the rear entrance and place your child's name card in the lower left corner of your windshield in front of the driver. If you do not have your name card the student release team will create one while you are waiting in line in your car.
2. When you pull up, the student release team will check your driver's ID and tell the next free Escort the child's name and room number. The Escort will bring your child to the release area and hand your child's emergency card to the Recorder and stay with your child.
3. While your child and Escort are in route to the release area, the student release team will get your signature on the Student Accountability Report and on any Notice of First Aid Care forms.
4. Upon receiving your child's emergency card, the student release team will match the driver's name with the authorizations on the emergency card. If this driver is authorized, the Escort will take your child to the car and ensure that the driver buckles the child in before leaving.

Students WILL NOT be released to an individual not listed on their Emergency Card. **NO EXCEPTIONS.**

After you or a designee has picked up your child, remember to call the out-of-state contact as soon as the child is in a safe location.

Bring picture ID or your child will not be released to you.

COMMUNICATIONS DURING A DISASTER

After a major widespread disaster, you may not be able to get home right away due to blocked roads or other hazards. Phone service may be down and you may not be able to contact someone else to pick up your child from school. Out-of-area phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members (see below). Here are tips for creating an effective communications plan:

1. Ask three or four people who are usually home during the day to be responsible for picking your child up from school if you will not be able to get home immediately. These people should be listed on your child's emergency card.
2. Develop a system of notifying your designees if you need someone to pick up your child. For example, ask them to call your out-of-state contact to find out if you have reported in yet and if they need to pick up the child.
3. Make certain that your designees know about the school's evacuation and student release procedures. Remind them that they will need to show ID in order for the child to be released.
4. Make sure your designees and the school has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that she/he has the child. If your child is not picked up within twelve (12) hours, the school will attempt to call your out-of-state contact to determine your status.

ESTABLISHING AN OUT-OF-STATE CONTACT

1. Call a friend or relative who lives outside the state and ask him/her to be your family's "out-of-state contact." Explain that after a disaster, she/he will be your best means of communication with other family members.
2. Make sure she/he understands that it will be his/her responsibility to take calls immediately following a disaster in your area.
3. Agree to do the same for your contact in case disaster should strike in the contact's area.
4. Notify your friends and family members that this person will be the one to call if they need to get a message to you.