



CAPITAL CHRISTIAN SCHOOL  
SONSHINE CHRISTIAN DAY CARE

Parent Handbook

2023-2024

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We are pleased to have you join us as we begin another year of commitment to Christian education. We are proud to serve children from three-year-old preschool through sixth grade. We praise God for His continued guidance and direction.

At Capital Christian School and Sonshine Christian Day Care, we believe each child is a unique creation of God. We appreciate the opportunity to join you in preparing your child for God’s special plan and purpose.

We believe in open communication between home and school. With that in mind, this handbook has been prepared to inform you of school-wide goals, policies, and activities. If you have questions or concerns, we welcome the opportunity to assist you. Let’s work together to make this year great!

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# PURPOSE & PHILOSOPHY

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Capital Christian School and Sonshine Christian Day Care are ministries of Salem First Baptist Church. Our desire is to bring people into a life-changing relationship with God and each other. Therefore, we seek to provide opportunities for children to study in a Christ-centered, Bible-based academic environment. Our desire for each student is for them to develop to their full potential spiritually, intellectually, socially, emotionally, and physically.

The function of Christian education is to assist parents in fulfilling their responsibility in the provision of a sound academic education integrated with a Christian view of God and the world. A conscious effort is made to view every area of life from God's perspective. In addition, our desire is to support parents in the training and development of Christian character traits and values based upon the Word of God.

## STATEMENT OF FAITH

WE BELIEVE the Bible to be the unique, inerrant, inspired Word of God.

WE BELIEVE in the Trinity: God the Father, God the Son, and God the Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His personal return in power and glory; in His redeeming death upon the cross and in His bodily redemption.

WE BELIEVE in salvation from sin by grace through faith in Jesus Christ.

WE BELIEVE believers are to be baptized into fellowship of a local church for worship, instruction, evangelism, the Lord's Supper, and service.

WE BELIEVE that the supreme task of every believer is to glorify God in his life and to grow toward maturity in Christ.

## AMERICAN FLAG SALUTE

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands: one nation under God, indivisible, with liberty and justice for all.

## CHRISTIAN FLAG SALUTE

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

## PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word.  
I will make it a lamp unto my feet and a light unto my path.  
I will hide its words in my heart that I might not sin against God.

## DISCIPLINE POLICY

Capital Christian School and Sonshine Christian Day Care's discipline policy is based on Biblical principles and lists the expectations as a positive outcome:

1. **Respect** – I will respect all those in authority over me. Romans 13:1
2. **Obedience** – I will obey immediately and with a good attitude. Hebrews 13:17
3. **Kindness** – I will be kind and forgiving. Ephesians 4:32
4. **Self-Control** – I will have control of my tongue, body, and emotions. James 1:19
5. **Honesty** – I will have truthful words and ways. Proverbs 12:22

Capital Christian School and Sonshine Christian Day Care believes that each student has the responsibility to act in accordance with the principles and rules that we have established. We expect each student to put into practice those things that have been taught in the classroom about Christian character and behavior.

Discipline at Capital Christian School and Sonshine Christian Day Care will be fair and not excessive, firm and consistent, but tempered with love. It will always be administered with a positive attitude toward the student and with their best interests at heart. While staff is expected to resolve minor issues that occur, we believe that parental support and involvement in the discipline process is critical to helping a student improve their behavior at school. To maintain communication between teachers and parents regarding these incidents, teachers will send home a behavior report to be signed by the parent and returned to school the following day.

## DISCIPLINE REFERRAL FORMS

For severe or frequently repeated misbehaviors, students will be issued a Discipline Referral form. Severe misbehaviors include the following:

- Blatant defiance or disrespect toward authority
- Profanity and/or inappropriate language in the form of harassment, including forceful threats or intimidation
- Physical aggression toward others
- Any illegal act resulting in a referral to the appropriate agency

**All Discipline Referral forms must be signed by a parent or guardian and returned to the student's teacher before student may return to class.**

### **1st Discipline Referral:**

- Parent must respond with plan of action to correct behavior.

### **2nd Discipline Referral:**

- Conference will be called with parents, student, teacher, and principal to formulate and implement a school behavior plan. This conference must be scheduled within two days of referral going home. Student may not return to class until conference time has been appointed.
- Student is placed on probation for a length of time designated at conference.

### **3rd Discipline Referral:**

- Student will be suspended from school and day care for 3 days.
- Conference will once again be called with parents, student, teacher, and principal to review and re-evaluate behavior plan already in place, making any necessary revisions or stipulations.

Capital Christian School and Sonshine Christian Day Care desire to meet the needs of each student enrolled. However, if the implemented behavior plan is not followed or proves ineffective, **expulsion** (dismissal for the balance of the school year) will occur. The success of our school and of our students depends on your support and partnership. Our goal is to dedicate our time and energy to helping you to the best of our ability but also to ensure that all students receive the proper care and attention. Thank you for working with us to create a respectful, responsible, and safe school environment based on Biblical principles.

**Note: A copy of this policy is in your packet to be reviewed and signed by you and your child.**

## SCHOOL HOURS

<u>CLASS</u>	<u>CLASS BEGINS</u>	<u>DISMISSED</u>
Preschool & AM Kindergarten	8:45 a.m.	11:30 a.m.
Grades 1-5 & All-Day Kindergarten	8:45 a.m.	3:00 p.m.

## ARRIVAL

Parents and students are asked to plan their schedules so that students arrive between 8:30 and 8:40 a.m., at which time students should go directly to their classrooms. Parents/guardians must accompany preschool students to their classroom. We urge you to be prompt so that children will be prepared for the school day which begins at 8:45 a.m. **If you arrive after 8:45 a.m., you are considered tardy and will need to stop at the office before being admitted into class. After 5 tardies in one quarter parents or guardians will need to meet with the Principal. Excessive tardiness can affect your student's grade. If you arrive before 8:30, please have your children go to day care or you may wait with them in the lobby.**

Parking is available in the north half of the lot for those who need to park their vehicles and come inside. **DO NOT LEAVE CHILDREN UNATTENDED IN YOUR CAR.**



**Please enter the parking lot from Union Street and exit onto Liberty Street after dropping off or picking up students.**

**Please do NOT park in the designated handicap spaces unless you have the appropriate tag on your vehicle.**



## DISMISSAL

- Preschool and half-day kindergarten students will be dismissed at 11:30 a.m. and full-day kindergarten - 6<sup>th</sup> grade students will be dismissed at 3:00 p.m. Students must wait inside the building with their teacher, so please do not ask them to meet you or the carpool person outside. Parents will have a choice of picking up their children from the drive through line, from the side door, or from daycare. Parents who choose to drive through or pick up at side door, will indicate children whom they are picking up to outside traffic staff. The names of children being picked up will be relayed to classes through walkie talkies and students will be dismissed to parents. Please keep drop-off/pick-up interactions as brief as possible. Pick up cards indicating child's name and class will be sent home on the first day of school. These cards indicate that the holder is approved to pick up the child on the card. Pick up card must be seen by outside traffic staff in order to pick up each child. Additional cards may be requested by parents.

## RELEASING CHILDREN DURING THE DAY

**Students are to remain under the supervision of school staff during regular school hours.** If a child needs to leave during the school day, parents or guardians must come to the school office to check the child out. If he or she will be returning the same day, please check back in at the office.

Our school policy is to release students **only** to those that are listed on the school registration form or Child Release Form or CSD (Child Care) form. If you have a friend or relative picking your child up, please advise them they will need a valid ID or Driver's License. Parents are encouraged to share with the staff any unusual circumstances regarding guardianship. **If you want to restrict the visiting rights of the non-custodial parent, you must provide us with a valid court order denying such right.**

Children who have permission to leave early will be waiting in the school office. **Please stop at the office and we will get your student out of class.**

# HEALTH & SAFETY OF CHILDREN

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## LATEX BALLOON FREE

Due to increasing latex allergies among students and staff, no latex balloons are allowed in the school. Mylar balloons are still welcome.

## EMERGENCY CLOSURE OF SCHOOL and/or DAY CARE

When emergency situations occur, the following procedures will be followed:

1. The staff determines if school and day care will be closed.
2. Parents will be notified via email and information will be posted on Facebook and on our website. T.V. and radio stations will also announce school closures. A link to **www.flashalert.net** is also on our website.
3. If there is a one-hour delay, Capital Christian School will have a one-hour delay for ALL classes.  
If there is a two-hour delay, there will be NO PRESCHOOL OR AM KINDERGARTEN.
- 4 Day Care will follow the same closure schedule as the school.

Please **DO NOT** call the staff or church office on mornings of inclement weather. Capital Christian School will have a separate announcement on the radio, T.V., and the website.

## FIRE, LOCKDOWN, AND EARTHQUAKE DRILLS

Regular fire drills, lockdown drills, and earthquake drills are required to achieve safe evacuation of the building should an emergency arise. In the case of an emergency evacuation, we will usher students across Union Street to the North Block near First Lube Plus. The emergency routes are posted on the classroom walls.

## ACCIDENT/EMERGENCY

Please be sure that the school office has CURRENT information regarding how parents may be reached should an emergency occur.

Students should report all accidents or injuries immediately to the teacher (School or Day Care) on duty. In cases of serious accident or illness, we make every effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will either summon emergency assistance, transport to Salem Hospital Emergency Room, or contact the physician listed on the student's medical form. If you DO NOT wish any of these steps to be taken, please let us know at the beginning of the school year.

**FIRST AID:** When a child is injured at school, the child may be given emergency first aid by the staff. All Capital Christian School and Sonshine Christian Day Care teachers and staff have current first aid/CPR cards.

## STUDENT MEDICATION POLICY

Medication needed on a regular basis (i.e. Ritalin) will be given at school. A Medication Authorization form is available in the office and must be filled out in order for school staff to administer such medication. Inhalers for asthma or EpiPens will be kept in the office or with the appropriate teacher. The Medication Authorization form must also be filled out with directions for usage on inhalers and EpiPens. **Prescription medications will NOT be given at school unless the medication is in a bottle/box with the child's name and the prescription from the doctor on it. A Medication Authorization form will need to be filled out by the parent and left on file in the office.** If your child has an ear infection, strep throat, etc., it will be the parent's responsibility to discuss medication options with your physician so the antibiotics can be given at home if at all possible.

**NO prescription or over-the-counter medication should be put in students' backpacks or lunch boxes. All medications should be turned in to the office by the parent at the start of the school day.**

## WHEN YOUR CHILD IS SICK

If your child becomes ill, we will call you to come and pick them up. Please keep your child home if in the past 24 hours they have had a temperature of 100 degrees f. or more, sore throat, rash, vomiting, diarrhea, earache or just "not feeling good". In the case of strep throat, they need to be on antibiotics for at least 24 hours before returning to school. Please see medication policy for any medications your child needs.

## IMMUNIZATIONS

The Oregon immunization law requires ALL students to have an up-to-date, signed, AND dated immunization form. If the parent does not present evidence of these immunizations, a medical exemption signed by a physician or county official, or a non-medical exemption health vaccine certificate obtained online via Health Department Module, your child will not be able to enroll in school.

All immunizations need to be updated from time to time, especially in kindergarten when booster shots are required. Please update these records in the school office as soon as your child is immunized.

\*There are a few exceptions depending on the age of your child when he/she received the vaccinations.

### **Preschool - Day Care**

#### **MUST have:**

4 DTaP	3 Polio
1 MMR	3 Hep B
3 or 4 Hib	2 Hep A
1 Varicella (Chicken Pox)	

### **Kindergarten - 6<sup>th</sup> Grade**

#### **MUST have:**

5 DTaP	4 Polio
2 MMR	3 Hep B
1 Varicella	2 Hep A

#### **Non- Medical Exemption**

*If you would like to claim a non-medical exemption for your child(ren) you have the following option:*

Go to:

[www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption)

Watch the video for **EACH** vaccine your student is exempt from. Print the certificate at the end; each box you want exempted should be checked.

**Exclusion Day:  
February 21, 2024**

## GENERAL INFORMATION

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### VOLUNTEER OPPORTUNITIES

Volunteers are very welcome in the classroom, but we must keep distractions to a minimum. While working in the classroom, if parents bring siblings, they must schedule with day care ahead of time. Daycare is free (potty trained 3 yr olds and up) while parents are volunteering. You will need If they are younger, alternative plans must be made by the family.

Volunteers must have a current background check on file. These can be requested through the school office. Background checks are good for two years.

Please make sure you check in with the office and get a volunteer badge. We will have you wear this while you are in the building. Please check out in the office.

**Parents are asked to follow the dress code if they will be spending time in the classroom or going on a field trip.**

#### WHO DOES V.I.P. HOURS?

Everyone with students enrolled at Capital Christian School. Parents of half-time students (preschool and kindergarten) can cut all hours in half. Extended family members are encouraged to help also. (i.e. Aunt, uncle or grandparents)

#### WHAT ARE V.I.P. HOURS?

Because Capital Christian School is a private Christian school and dependent on each family's participation and assistance, each family takes part in our V.I.P. program. Families are expected to provide a donation of 20 hours per two-parent family/10 hours per single-parent family each year. Families with students in preschool and kindergarten are required to fulfill half of the hours. That would be 10 hours per two-parent family/5 hours per single-parent family. Updates regarding number of V.I.P. hours fulfilled will be sent home quarterly.

#### HOW DO I SUBMIT MY V.I.P. HOURS?

Volunteer Service hours can be submitted through FACTS. Let the office know if you need help with this.

#### WHAT IF I DON'T DO MY V.I.P. HOURS?

This year there is no payment required for non-fulfilled hours at this time. Our desire is for you to invest hours in our school because you know how important it is.

## V.I.P. OPPORTUNITIES

### **Events**

Spring Event  
Family Night  
Fitness Run  
Jog-a-thon  
Open House  
Speech Meet  
Talent Show  
Teacher Appreciation Week

### **Ongoing**

Classroom Helper  
Field Trip Chaperone  
Van Driver  
Parent Club Participant  
Lunchroom Helpers

## PERSONAL ITEMS

Please be sure to put your child's name on personal belongings so that if found, they can be returned. Our Lost & Found area fills up so quickly with beautiful clothes, water bottles, lunch boxes, coats, etc. Please check this area regularly for items that may belong to your child.

## DRESS CODE

We desire to maintain an appropriate educational environment. Modesty, neatness, cleanliness, and a Christ-honoring testimony are our basic goals. In keeping with these goals, we ask that these guidelines be followed in the classroom and at all school activities. If the dress code is not followed, a T-shirt will be available in the office to borrow for the day.

### CLOTHING:

1. Please dress up for chapel. Worship team members must dress up as they are representing our school in leadership.
2. Shoes need to be school appropriate, securely fitting their feet. Avoid backless shoes, flip-flops, or rubber boots (unless fieldtrip requires).
3. Please do not wear shirts that allow the midriff to show. No article of clothing should be extremely tight. This mostly becomes an issue as children are growing throughout the year. What may be perfectly appropriate in September may no longer meet the dress code in March as children grow so much in this time.
4. Sleeveless shirts must be a minimum of 3 inches wide at the shoulder, preschoolers at least 1". No tank tops for girls or boys.
5. No objectionable material, words, or pictures may be printed on clothing or school supplies.
6. Shorts need to be 4" above knee or longer. The intent is to keep privates PRIVATE in a comfortable seating position. Short shorts do not meet this intent once a child is comfortably seated on the floor or in a chair.
7. Skirts, dresses, shorts should be no shorter than 4" above the knee. Shorts or leggings should be worn under dresses. The intent is to keep privates PRIVATE in a comfortable seating position. Short shorts/skirts/dresses do not meet this intent once a child is comfortably seated on the floor or in a chair.
8. Pants are to be clean and in good condition, not ragged or torn.
9. Girls must wear one-piece bathing suits at school swimming activities.
10. Leggings must have a long shirt or dress over them. (Again, shirt length changes with one's height.). The intent of this is regarding modesty. Due to leggings fitting so closely on each person, it is really important that rear ends and fronts are covered with loose

fitting tops or dresses.

HAIR/OTHER:

1. Hair is to be neat, clean, well-groomed, and out of the eyes.
2. No visible body piercings with the exception of earrings for girls. No earrings for boys.
3. \*Boys and girls are asked not to wear any head coverings in the building.

\*Exceptions may be made for religious or cultural reasons.



## FIELD TRIPS

Field trips are an extension of the classroom into the real world. On-site visits to farms, forests, factories, and organizations give children knowledge they can use to understand their reading and be able to express themselves more effectively in speaking and writing.

The church vans are used to transport and can hold a total of 12-14 people. It is common to take two vans or utilize a school van and parent-driven vehicles.

Field trip car permission allows your child (or forbids your child) from riding in a vehicle driven by a parent.

If you are a parent who anticipates driving your vehicle and transporting children other than your own, it will be necessary to fill out a form regarding your insurance in the office and abide by the following guidelines.

A child safety seat must be provided by the parent for all children under 40 pounds. Booster seats are needed for children over 40 pounds, under 4'9", unless they have reached age 8 (in accordance with Oregon law). Students without proper car seats will not be allowed to go on field trips.

Field trips are for the enrichment of the classroom students; they are not family outings. Early Childhood Education will be available to those children 3 yrs. and older at no charge to the adults who are volunteering on the field trip, with prior scheduling. Families need to either meet the class at the destination or follow the school vehicle.

Sunscreen will be applied on summer field trips unless notified by parents.

## GUIDELINES FOR DRIVING ON FIELD TRIPS

1. Each child transported in your vehicle will be belted in their OWN working seat belt and car seat if applicable.
2. You will not exceed the speed limit and will remain behind the teacher's vans while traveling to and from our destination. You will pay particular attention to not go over the posted speed limit even if you are late.
3. Be aware that a loaded truck is not able to make quick stops and be very aware not to cut in front of anyone, leaving them insufficient space to stop or slow down if necessary.

## BILLING AND COLLECTIONS

Payments are due the first of each month. A \$25 late fee will be added if not paid by the 15th of the month. You will receive an invoice around the end of the previous month with tuition, Day Care, and any other charges that apply. Also, a \$25 handling fee will be charged for returned checks. If you have any questions concerning your bill, please contact the office immediately.

In the event an account becomes thirty (30) days delinquent, the school may request that the student(s) be withdrawn until past due amounts are paid.

In the event an account becomes sixty (60) days delinquent, the account may be turned over to collections.

Withdrawals during the month will receive a prorated refund for tuition. It is understood that the registration fee is non-refundable and non-transferable.

Day care closes at 5:45 p.m. The fee is \$4.70 per hour per child during regular hours. **There is a \$5.00 fee per each 5 minutes for any child remaining past 5:45 p.m.**

## SCHOOL TELEPHONE

Neither teachers nor students will be called from the classroom to accept calls except in emergencies.

Students are encouraged not to use the telephone during the day. All cell phones must be turned off during school hours.

If there will be a change in the pick-up schedule, please write a note to your child's teacher and/or the office in the morning. Be aware that we do not release students to anyone who is NOT on your pick-up list. We will check ID on all new people until we become familiar with them.

## BIRTHDAY PARTIES

Due to increasing latex allergies among students and staff, **no latex balloons** are allowed in the school. Mylar balloons are still welcome.

We want to celebrate your child's birthday or un-birthday. Please check with your child's teacher for the best time to bring treats and celebrate this special day.

If inviting students from class to an outside birthday party, please remember to invite all the girls or all the boys if you send the invitations to school. If you are only inviting a few students, please mail them to the children's homes to avoid hurt feelings.

## TECHNOLOGY USAGE

### CELL PHONES

Cell phone use is not permitted during the school day. If cell phones are brought to school, they must remain in a student's backpack and be silenced. Violations of this expectation will result in the loss of the cell phone until the end of the following school day for the first-time offense.

If there is a second occurrence, the cell phone will be lost for the duration of one week. Additionally, student use of cell phones will not be permitted during the afternoon pick-up process. Any communication between the parent and an elementary student should go through the office and/or the student's teacher. Thank you for your help with this matter.

### ELECTRONICS

Students should not bring electronic devices to school. **UNLESS SPECIFICALLY ASKED BY THE TEACHER TO DO SO.** Any devices found in the student's possession will be confiscated and returned to the child's parents.

### TECH DEVICE USE CONTRACT

I promise to always:

- Move carefully and safely while holding the device.
- Listen to my teacher/parent's instruction
- Use it for learning and only go on the sites and Apps my teacher has asked me to use.
- Take appropriate photos of myself or my own work.
- Let my teacher/parent know if an alert or pop up appears that I am not familiar with.
- Carefully unplug from our charging station before I use the device.
- Carefully plug the device into our charging station after I use it.
- Take it home only with permission of my parents and teacher. If any of these promises are broken, I need to tell my teacher right away. I understand that if I break one of these promises, I may lose my privilege to use school devices.

This form will be sent home with the student and needs to be signed by the student and parent and returned to school.

### SCHOOL POLICY ON PHOTOS/VIDEOTAPES

Capital Christian School and Sonshine Christian Day Care Faculty/Staff/Parents often take photos or videos of school activities or events in which students are featured. These photos or videos are frequently used as promotional material for our school.

Parents: if you **DO NOT** want your child photographed or videotaped while at school or Day Care, please send a **WRITTEN NOTICE** to our school's office as soon as possible after registering your child. If there is no written notice on file, the school will assume it

has the right to photograph or videotape your child.

### PARENT TEACHER TEAM (PTT)

We believe educating your child is a joint responsibility of the home and the school. To accomplish this partnership, we encourage active parent support in the Capital Christian Parent Teacher Team. All parents are welcome and urged to attend the meetings. The Parent Teacher Team works to improve the school by raising money for projects, field trips, teacher supplies, computer equipment, etc.

Previously, the Parent Teacher Team has earned money for music curriculum and instruments, the play structure, field trips, the computer lab and curriculum, classroom technology, and a school van to name a few projects. We hope you will come and see what faith, cooperation, and determination can accomplish.

Parent Teacher Team meets on the third Tuesday of each month at 6:30 p.m. the school lobby.

### **Fundraisers**

Parent Teacher Club needs your help assisting in fundraising activities.

The two major fundraisers are:

Fall: Jog-a-thon

Spring: TBD

Many hands make light work, and many hands are needed to make these fundraisers successful. We hope you will consider joining Parent Teacher Team and becoming involved with the Capital Christian School family.

# PRESCHOOL PROGRAM

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Capital Christian School's emphasis is on a well-rounded program. We are concerned with the development of the total child.

A child needs to:

- Get plenty of sleep
- Have a nutritious diet
- Be completely self-sufficient in the restroom
- Dress independently
- Stay home if ill. Children who come to school ill will be sent home.

YOUR CHILD WILL RECEIVE INSTRUCTION IN THE FOLLOWING:

Character Building	Social Development
Reading Readiness	Science
Math Awareness	Social Studies
Bible Stories	Music
Art	Large Motor Skills Time
Computer Skills	

## SNACKS:

Each child will bring his/her own snacks to school each day. We ask that the snack be low in sugar and high in protein. Check with your child's teacher for suggestions if desired.

# ELEMENTARY EDUCATION PROGRAM

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## INSTRUCTIONAL PROGRAM

A planned program is offered in the following areas:

Bible	Math	Language Arts
P.E.	Reading	Social Studies
Science	Writing	Spelling
Computer	Music	

## INTEGRATED GENERAL STUDIES

Character Development	Research Skills
Citizenship	Work/Study Habits

## REPORT CARDS

There are four grading periods. Mid-term progress reports for 1st-6th grades will be sent home with the student. A parent/teacher conference will be held in November. Optional conference times are available in the spring and may be requested by the teacher or the parent. You are encouraged to attend these conferences.

## HOMEWORK

Homework is given on a regular basis, usually on Monday, Tuesday, and Thursday evenings. A homework sheet or notebook will go home so the parents can check work, help when necessary, and sign the homework sheet/book.

## READING AWARDS

Capital Christian School encourages reading by giving recognition to individual students for each book read.

First Grade	1 book = 25 pages	100 Books = 2500 pages
Second Grade	1 book = 30 pages	100 Books = 3000 pages
Third Grade	1 book = 35 pages	100 Books = 3500 pages
Fourth Grade	1 book = 40 pages	100 Books = 4000 pages
Fifth Grade	1 book = 45 pages	100 Books = 4500 pages
Sixth Grade	1 book = 50 pages	100 Books = 5000 pages

B.E.A.R. (Be Excited About Reading) is a program designed to promote reading. Children who achieve the required reading criteria (50 books) by mid-January and display good behavior will be able to participate in a special activity. There is also an end of the year celebration for those who complete the 100 book criteria. Students can read over the summer and receive credit for up to 20 books. In addition, if students read 10 books in a month, they can receive a coupon for a free pizza.

# EARLY CHILDHOOD EDUCATION PROGRAM (Sonshine Christian Daycare)

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Early Childhood Education (ECE) is offered, on a pre-paid basis, from 7:00 a.m. to 5:45 p.m., Monday through Friday, except for major holidays (see calendar). A variety of activities, both educational and spiritual, are planned throughout the day.

**Note:** a \$5.00 fee will be added for every 5 minutes after 5:45 p.m.

Two forms need to be completed by the parent prior to leaving child(ren) in day care: an **Enrollment and Authorization Form** and a **Financial Agreement Form**. These are sent home and should be returned along with all the other forms. We encourage parents to fill out this information, even if you do not intend to use day care. If you did not receive a form and need one, they are available in the school office.

We are licensed by Oregon Department of Early Learning and Care.

If children come before school (8:30) they are required to check into day care. Fees begin when the child(ren) arrive until they are taken to class at 8:30. According to CCD rules, any child(ren) 5 years old or younger must be escorted into ECE and released to a childcare worker. They CANNOT come in alone to ECE.

Preschool and kindergarten students will nap or rest each day from 12:45-2:00 p.m. and will need a light-weight blanket labeled with their name. The children may bring one small stuffed animal for nap time (please no standard-sized pillows).

If your child will be in ECE during the lunch hour, you will need to provide a lunch. CCD asks us to monitor the children's lunches to see that they have a healthy lunch from all food groups. We will provide both morning and afternoon snacks and drinks.

General communication to student parents/guardians will be through our website, our monthly newsletter, and our calendars (both electronic and paper.) On an individual basis there will be a personal email or phone calls for specific issues.

## CHILD CARE GRIEVANCE PROCEDURE FOR PARENTS

Our school and early childhood education program (ECE) is open for custodial parents to come and visit at any time. Inspection notice from CCD regarding our ECE is available for review. Please feel free to ask. If you have any grievance, please follow these steps:

1. Discuss problem with the student's ECE teacher.
2. If the problem still is not resolved to your satisfaction, discuss it with Mrs. Read, Director of Early Childhood Education.
3. If you still are not satisfied, please discuss the problem with Scott Guphill, Principal.
4. **\*\*Early Childhood Education Program ONLY\*\*** If you do not feel comfortable speaking with these people, you may call SCF/Child Care Division at 503-947-1419.