



CALVARY

PRESCHOOL

Parent Handbook

Calvary Preschool | 4001 Osuna Road NE



Calvary Preschool

Where children learn to passionately pursue Christ

4001 Osuna Road NE
Albuquerque, New Mexico 87109

505.338.0183

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Skip Heitzig

Superintendent
Brian Nixon

Director
Teresa Garcia
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calvarychurchpreschool.com
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Calvary Preschool is a member of the Association of Christian Schools International (ACSI). We are also a proud member of Calvary Chapel Education Association.



Calvary Preschool is licensed through the New Mexico Children, Youth and Families Department.



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Welcome Letters

Dear Friend,

On behalf of our family at Calvary Church, I want to welcome you to Calvary Preschool. I'm thrilled to finally see our school take flight.

The goal of Calvary Preschool is to make disciples of Jesus Christ through a biblical environment that prepares students to glorify God spiritually, physically, academically, and socially. Our supreme desire is that our students will learn to value the mandate to "love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength" (Mark 12:30).

God has clearly identified parents as the primary educators of their children. You are their first line of defense and instruction. But we would love to come alongside families and help them develop godly character in their children by providing quality Christian education. We recognize that this partnership calls for the like-mindedness of all involved in the education process, so that each student's academic and spiritual development may reach maturity. We value the trust you place in us as we pursue our mission to make disciples of Jesus Christ, and we look forward to co-laboring with you in this venture.

For the glory of God,

A handwritten signature in black ink, appearing to read "Skip Heitzig". The signature is fluid and cursive, with a large initial "S" and "H".

Skip Heitzig
Senior Pastor

Dear Preschool Families,

All children were created by God for a unique purpose. Providing an excellent environment in which godly teachers co-labor with parents in the discipleship of their children will equip our students with the academic, physical, social, and spiritual tools necessary to accomplish the plan God has for their lives. We are honored to work alongside each and every one of you toward this end.

Calvary Preschool is built on a biblical foundation, and more specifically, a Christ-centered philosophy of education. Let me briefly explain.

There is only one section of Scripture that describes Jesus as a student: Luke 2:40-52. Not only does the text describe Jesus' learning environment (verse 46 tells us Jesus was "sitting in the midst of the teachers, both listening to them and asking them questions"), but it outlines the basic core values of a student's growth in learning (verse 52 says Jesus "increased in wisdom and stature, and in favor with God and men"). From these core values, we derive the four pillars of a Christ-based educational philosophy: academic, physical, social, and spiritual. We take a whole-child approach in our educational philosophy, ensuring that each facet of a child's life is developed, nurtured, and cared for in a biblical and loving environment.

Choosing the right school for your child can be a complicated task. Our hope is that we can assist you in streamlining the process with the end result of helping you find a home for your child that is academic, biblical, and loving.

We pray that our partnership will ensure your child's worth and potential, fulfilling the unique purpose God has for him or her as we learn to passionately pursue the God who is passionately pursuing the lost world.

Brian C. Nixon

Brian Nixon, DPhil
Superintendent

Dear Parents,

Welcome to Calvary Preschool! Thank you for allowing us to take part in nurturing your child's walk with Christ and trusting us with their early educational needs.

As parents, we know these years are precious and few. Our goal is to provide a learning environment and curriculum that allows your child to grow spiritually, emotionally, mentally, physically, and socially. We want to foster each child's ability to establish healthy relationships, to find joy and satisfaction in creative work and learning, to respect themselves and others, and to build a greater awareness of God as their Creator.

Our teachers and staff are committed to our students and their needs. Together, we will work hand in hand to make their early education years a positive and memorable experience. We understand that each child is a unique creation and will grow and develop at their own pace. It is our privilege to help each student reach their full potential while at Calvary Preschool.

Every child can be successful if given the appropriate foundation and tools. We know that each child's foundation starts at home. Deuteronomy 6:7 tells us, "Teach them...in your house, when you walk by the way, when you lie down, and when you rise up." At school, the teachers can equip them with the tools they need: "Train up [teach] a child in the way he should go, and when he is old he will not depart from it" (Proverbs 22:6). By forming a partnership between the home and school, we are able to lay a strong biblical and academic foundation to ensure a well-rounded child.

We invite you to become an active participant in the daily life of our school and in the journey of your preschooler. I look forward to getting to know each family individually and being an active part of creating an environment in which your child can grow academically, physically, socially, and spiritually.

In Christ's love,



Teresa Garcia
Director

Section 1: General Information

Statement of Faith

WHAT WE BELIEVE AT CALVARY CHURCH

We Believe that there is one living and true God, eternally existing in three persons: the Father, the Son, and the Holy Spirit, equal in power and glory; this triune God created all, upholds all, and governs all according to the purpose of His will.

GOD THE FATHER

We Believe that God is essentially Spirit, personal, transcendent, sovereign, life, love, truth, almighty, timelessly eternal, unchangeable, wise, just, holy, relational, pure actuality, dynamic, infallible in all things, including His foreknowledge of all future decisions and events.

We Believe that God the Father concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through faith in Jesus Christ.

GOD THE SON

We Believe in Jesus Christ—the second person of the Godhead, God's only begotten Son, the promised Messiah, conceived by the Holy Spirit.

We Believe in His virgin birth, sinless life, miracles, teachings, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

We Believe that Jesus Christ is fully God and fully human, possessing two distinct natures which are co-joined in one person, and that He provided for the atonement of our sins by His vicarious, substitutionary death on the cross.

GOD THE HOLY SPIRIT

We Believe in the Holy Spirit—the third person of the Godhead, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, and empower all who believe in Jesus Christ for ministry.

We Believe that the Holy Spirit dwells in every believer in Jesus Christ and that He is an abiding helper, teacher, and guide.

We Believe in the present ministry of the Holy Spirit and in the exercise of all the biblical gifts of the Holy Spirit, to be employed within scriptural guidelines. We believe that love is more important than the most spectacular gifts, and without this love, all exercise of spiritual gifts is worthless.

THE BIBLE

We Believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in their original manuscripts and are the infallible rule of faith and practice. The Bible is the foundation upon which the church operates and is the basis for which the church is governed. We believe that the Bible is a higher authority than any governmental law or ordinance that is, contrary to the Holy Scriptures.

We Believe that we are to faithfully teach the Bible in such a way that its message can be applied to an individual's life, leading that person to greater maturity in Christ. We do this by explaining the relevance of the Bible to empower and transform lives for service.

CREATION

We Believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error in their original manuscripts and are the infallible rule of faith and practice. The Bible is the foundation upon which the church operates and is the basis for which the church is governed. We believe that the Bible is a higher authority than any governmental law or ordinance that is, contrary to the Holy Scriptures.

We Believe that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female, sanctioned by the church and recognized by the state as evidenced by a marriage ceremony.

HUMANITY

We Believe that man is created in the image of God; however, after the fall of Adam and Eve, all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are offered as a free gift to all by the Lord Jesus Christ based on His grace alone.

We Believe that when a person repents of sin and receives Jesus Christ as their personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

We Believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and empowers believers for service, often subsequent to regeneration.

THE CHURCH

We Believe in the universal church, the living spiritual body, of which Christ is the Head, and all regenerated persons are members.

We Believe that Jesus committed two ordinances to the church: 1) baptism and 2) the Lord's Supper. We believe in baptism by immersion and Communion open to all believers.

We Believe in the laying on of hands for the baptism of the Holy Spirit, for ordination of pastors, elders, and deacons, and receiving from the Holy Spirit through the believer the gift of healing.

We Believe that the church has the responsibility to worship the Lord and share the good news of Christ's death and resurrection to the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and to live a holy life.

CHRIST'S RETURN

We Believe in the personal, visible return of Christ to the earth and the establishment of His kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous, and the endless suffering of the wicked.

HISTORIC WITNESS

We Believe in what is termed the Apostles' Creed as embodying the fundamental facts of Christian faith.

I believe in God, the Father almighty,
Creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord,
who was conceived by the Holy Spirit
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, died, and was buried;
He descended into hell.
The third day He rose again from the dead.
He ascended to heaven
and is seated at the right hand of God the Father almighty.
From there He will come to judge the living and the dead.

I believe in the Holy Spirit,
the holy universal church,
the communion of the saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.

Mission

WHO WE ARE

Calvary Church is a fellowship of believers who pursue the God who is passionately pursuing a lost world; we do this by connecting with one another, through worship, by the Word, to the world.

WHAT WE DO

Connect Up

We express our adoration of Jesus through dynamic worship and uncompromised obedience.

Connect In

We explain the relevance of the Bible to empower and transform lives for service.

Connect Out

We extend hope to a hurting world by proclaiming the gospel and demonstrating Christ's love.

HOW WE DO IT

Connect Up

Attend a Calvary main worship service each week.

Connect In

Actively participate in a Connect Group.

Connect Out

Actively serve in a Calvary ministry.

ABOUT OUR LOGO

The Calvary Church logo represents growth from the Word of God and abundant life in Christ. The design reflects both a fully bloomed head of wheat and living water, signifying the spiritual growth and life produced when God's Word is planted in the hearts of His children.



Our Goal

As a church body, we believe that the Scriptures teach that the best care for young children is given by their parents (see Deuteronomy 6:6-7 and Proverbs 22:6). However, we realize that sometimes there are extenuating circumstances that require parents to work outside the home. Calvary Preschool staff is called to share in the ministry of Calvary Church by providing a loving and safe learning environment

for children during the workday when circumstances prevent spouses or relatives from providing that care themselves.

Calvary Preschool staff strives to glorify God by providing an orderly, nurturing, and stimulating atmosphere for development as children begin to explore the world around them. Each child in Calvary Preschool will grow mentally, physically, socially, and spiritually as they interact with a loving, caring group of adults and peers outside of their family. The Calvary Preschool program's daily environment includes guided exploration with toys and educational manipulatives that stimulate learning, peer interaction that stimulates social growth, and a creative, hands-on academic and Bible curriculum that is appropriate for each child's spiritual and academic growth and development.

Calvary Church History

Skip Heitzig is a native of southern California and experienced the volatile days of the counterculture in the late 60s and early 70s. Though raised in a religious home, Skip saw religion as a dead-end street with no answers. As a teenager, he got caught up in drugs and ventured into the occult. But God reached Skip one day in 1973 as he was watching a Billy Graham crusade on TV. The gospel message penetrated his soul, and he knelt and prayed to receive Christ.

Skip studied under Chuck Smith at Calvary Chapel of Costa Mesa, California, until 1981. After he married Lenya, the couple moved to Albuquerque, New Mexico, where he worked in the medical field of radiology. In 1982, Skip began a home Bible study, which eventually grew into Calvary Church. In 1988 and 1989, Calvary Church was considered the fastest growing church in America. Today, Calvary Church ministers to over 15,000 people every weekend. Calvary Church has been instrumental in planting other churches, including several in Arizona, Colorado, and other parts of New Mexico.

Skip and his wife, Lenya, and son and daughter-in-law, Nathan and Janaé, live in Albuquerque, New Mexico. Skip and Lenya are the proud grandparents of Seth Nathaniel and Kaydence Joy.

Calvary Preschool began as an extension of Calvary Church. Skip's desire to pursue God in all areas led to the formation of the preschool in 2015.

Memberships

Association of Christian Schools International (ACSI)
New Mexico Child Care and Education Association (NMCCEA)



Licensing

Calvary Preschool is licensed by the State of New Mexico Child, Youth and Families Department. A current copy of the state regulations is available in the preschool administration office for your review. Our licensing review occurs annually. A copy of our current annual survey report is posted outside the school administration office.

Regalia

School Verses

“Jesus increased in wisdom and stature, and in favor with God and men” (Luke 2:52).

“You shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength” (Mark 12:30).

School Motto

Where life change begins

School Colors

Red, grey, and white

School Mascot

Bear

Administration Office Hours

Monday-Friday, 8 am – 4 pm

505.338.0183

Educational Framework and Values

PHILOSOPHY STATEMENT

Calvary Preschool's academic pedagogy (teaching path) follows the biblical norm of training up the whole child: academically, physically, spiritually, and socially (see Luke 2:52 and Mark 12:30). Our pedagogy is best understood in the word *paideia*. The apostle Paul used the word in relationship to children, stating, “Bring them up in the training and instruction of the Lord” (Ephesians 6:4, NIV). The

Greek word used for *training* is *paideia*. *Paideia* is a full-orbed instruction, encompassing all aspects of life. In the context of this verse, a Christian educator's role is to train children to think Christianlike about all subjects, incorporating the adage "All truth is God's truth."

WISDOM

"Jesus increased in wisdom" (Luke 2:52).

Calvary Preschool follows the time-tested educational framework of liberal education (meaning *broad* or *wide* education), placing a special emphasis on the classical pursuits of grammar, logic (clear thinking), and rhetoric (clear speaking), thereby introducing students to a broad and well-rounded form of education.

Historically, in a liberal arts framework, early childhood education emphasizes biblical, philosophical, and musical instruction. Calvary Preschool incorporates these facets into a well-rounded, whole-child approach.

STATURE

"Jesus increased in...stature" (Luke 2:52).

As important as academic growth is to a child, it is not the only facet. The Bible is clear: the body is critical to our life in Christ (see 1 Corinthians 6:19). Not only did Jesus grow in wisdom, but He also grew physically. Because of this, Calvary Preschool places a strong emphasis on kinetic activity through physical education, motor skills development, sports, and, for the younger ages, play. Regular physical activity will be part of the child's day.

FAVOR WITH GOD

"Jesus increased...in favor with God" (Luke 2:52).

Because Jesus modeled spiritual growth, Calvary Preschool exists to make disciples of Jesus Christ through a biblical school environment that prepares students to glorify God with their whole life. The Great Commission is at the very heart of all we do as a fellowship of believers committed to a quality biblical education. It is our desire to come alongside Christian families and partner with them in the pursuit of godly character and education for their children. We recognize that this partnership calls for the like-mindedness of all who are involved in the education process, so that each student's academic and spiritual development may reach maturity in Christ. Calvary Preschool sees God's revelation of truth in two spheres: specific (Scripture) and general (revealed in nature). Put another way, God wrote two books—the Bible and His creation, or His words and His world.

FAVOR WITH MAN

"Jesus increased...in favor with...men" (Luke 2:52).

Social growth is important to the life of a Christian child. Not only did Jesus model this growth, but the Bible is clear in its teaching that we should treat other people with respect, love, and compassion, living peaceably with all (see Romans 12:18). Because of this, Calvary Preschool places a strong emphasis on teaching children the appropriate social skills for a life of success both spiritually and earthly. As Robert Littlejohn and Charles T. Evans have expressed, "We aim to shape individuals who

are both heavenly minded and capable of doing great earthly good.”

Curriculum Statement

At Calvary Preschool, we have strategically chosen our curriculum to accomplish our educational goals of fostering a whole-child approach embodying our four pillars of education: wisdom, stature, favor with God, and favor with man.

We do this with the understanding that children are uniquely created by God and mature and develop at different rates. Our program is unique in that it provides a solid academic foundation that is teacher-directed with a hands-on learning approach that engages students in a fun and interactive environment.

The teachers do this by implementing some of the best approaches to learning, such as: visual, auditory, kinesthetic, student discovery, and problem solving.

<u>WISDOM</u>	<u>STATURE</u>	<u>FAVOR WITH GOD</u>	<u>FAVOR WITH MAN</u>
Grammar	Physical Development	Daily Chapel	Courage
Logic	Motor Skill Development	Prayer	Carefulness
Rhetoric	Health and Well-Being	Bible Stories	Tenacity
Numeracy	Play	Bible Verses	Fair-Mindedness
Science		Bible Concepts	Curiosity
Aesthetic Creativity			Honesty
Geometry			Humility

Section 2: Program Information

Hours of Operation and Programs

YOUNG THREES

(must be three years old by 8/30 before the school year starts)

Tuesday/Thursday, 9 am – 1 pm*

Monday/Wednesday/Friday, 9 am – 1 pm*

THREES

(must be three-and-a-half years old by 8/30 before the school year starts)

Tuesday/Thursday, 9 am – 1 pm*

Monday/Wednesday/Friday, 9 am – 1 pm*

PRE-K FOURS

(must be four years old by 8/30 before the school year starts)

Tuesday/Thursday, 9 am – 1 pm*

Monday/Wednesday/Friday, 9 am – 1 pm*

MONDAY-FRIDAY PRE-K

(must be five years old by 12/31 of the school year)

Monday-Friday, 9 am – 1 pm*

BEFORE-SCHOOL PROGRAM* **

Monday-Friday, 7:30-8:45 am

AFTER-SCHOOL PROGRAM* **

Monday-Friday, 1-5 pm

All programs are subject to an admission process and a registration fee.

*Programs are a full-school-year financial commitment.

**Program subject to change based on required minimum enrollment numbers.

Tuition Information

Registration fee for all programs: \$100 (nonrefundable)
Supply fee: \$60 (\$30 for returning families) (nonrefundable)

PAYMENT OPTIONS	TWO-DAY 3, 4 & 5 Year Olds	THREE-DAY 3, 4 & 5 Year Olds	FIVE-DAY 4 & 5 Year Olds Only
ANNUAL (Full School Year Price) 10% discount if paid in full by August 1	\$1,947 \$1,753	\$2,781 \$2,502	\$4,209 \$3,788
ANNUAL + Before & Aftercare 10% discount if paid in full by August 1	\$2,819 \$2,537	\$4,246 \$3,822	\$6,582 \$5,924
SEMESTER (2 Payments: August 1 & January 1)	\$973	\$1,391	\$2,105
SEMESTER + Before & Aftercare	\$1,410	\$2,123	\$3,291
MONTHLY (9 Payments: August - April; due first of each month)	\$217	\$309	\$468
MONTHLY + Before & Aftercare	\$314	\$472	\$732

Family discount: a 10 percent tuition discount will be applied to the second child registered.

A detailed tuition contract will be given to each family once all enrollment procedures have been completed. Enrollment procedures can be found on page 14.

Tuition Payment Policies

1. To pay your tuition starting July 15, 2020, please call the accounting office at 505.338.0182 and ask for the accounting director. We do not accept cash or check; however, a set payment schedule is available through online billing.
2. Tuition is due on the first of the month. You will not receive a monthly invoice for tuition.
3. If payment is not made, a \$25 late fee will be assessed on the second of the month and every month thereafter if said payment has not been received. Arrangements can be made with the accounting office to avoid a late fee.
4. If your account is thirty days past due, your child may be disenrolled at the director's discretion and action will be taken to recover payment.
5. You must give a one-month written notice to withdraw your child. Upon receiving notice, tuition will not be charged after the date of withdrawal. If you fail to give written notice, however, you will be charged for an additional month. If you fail to pay, further action will be taken.

School Year Schedule

Calvary Preschool is an academic school that follows an academic calendar year. We make every effort to follow the APS school year calendar. Our school year session has a fall semester and a spring semester. There is no class on Labor Day, fall break, Veteran's Day, Thanksgiving break, Christmas break, Martin Luther King Jr. Day, spring break, and Good Friday. You will be notified if another day off is necessary, i.e. for elections or a professional development day for the teachers and director.

Parent/teacher conferences are held in the spring. There is no school on these days. Please refer to the school calendar (issued with the registration packet) for dates.

School Celebrations

Calvary Preschool holds multiple special events throughout the year. On special event days there will be no after-school program. Tuition rates will reflect the missed days; you will not be charged. Please refer to the school year calendar for all special event dates, including:

- Open House/Meet-the-Teacher Day
- Fall Carnival
- Thanksgiving Pie Social
- Pajama & Movie Day
- Christmas Program
- Valentine's Day
- Easter Celebration
- Mother's Day Tea Party
- Day with Dad
- Pre-K Graduation

Enrollment Procedures

- Please carefully review this parent handbook as well as the information at calvarychurchpreschool.com so you can determine if Calvary Preschool is the right fit for your child.
- If Calvary Preschool is the right place for your child, apply online and answer the few preliminary questions there.
- We will contact you within five days of applying, and you'll receive an email to finish the registration process.
- Once registration is complete, we will contact you to schedule an admissions meeting. This is an opportunity for the preschool director to become familiar with the student and family. School enrollment will be decided at this time.
- After these steps are complete, your child is an official Calvary Preschool student. The registration and supply fee are due at this time.

Enrollment Requirements

1. Calvary Preschool is a Christian preschool for Christian families. It is important for our preschool families to understand the value of God's Word and model His Word in our daily lives. Before enrollment is secure, we mandate that one parent be a believing Christian who is able to sign the Statement of Faith (p. 31).
2. Must have updated immunizations record.
3. Must be program age by dates previously stated.
4. Must be fully toilet trained. No diapers or pull-ups.

Nondiscrimination Policy

Calvary Preschool is mindful of our primary mission to be witnesses of the love of Christ for all. It is the policy of Calvary Preschool not to discriminate against any current student or student applicant because of race, color, sex, national origin, and/or ethnic origin, and we afford all students equal rights and privileges in regard to the administration of our educational policies, admissions policies, and other school-administered programs and activities. While Calvary Preschool does not discriminate against students with special needs, a full range of services may not be available.

Faith-Based Belief Policy

Calvary Preschool is a faith-based preschool governed by the principles of the Holy Scripture as stated in the Statement of Faith. Therefore, Calvary Preschool reserves the right to deny admission to the preschool if a student's family does not agree to the principles contained in the Statement of Faith or the stated mission and goals of the preschool. Calvary Preschool may reject applications for enrollment that the Calvary Preschool administration, in its judgment, determines are not consistent with the principles and purpose of Calvary Preschool.

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man" (2 Corinthians 8:21, NIV).

Section 3: Parent Involvement

Communication

It is very important to keep in communication with the director and/or your child's teacher regarding any issues or concerns you may have. Please keep in mind that discussing such issues or concerns during class while other students are in the room is unwarranted. If you would like to have a brief discussion with your child's teacher, please schedule a time before or after class that works best for both parties.

Your child's teacher will send home daily updates, monthly newsletters, and classroom information. Calvary Preschool uses a communication system called One Call Now. We will send information and reminders via text or email.

If you would like to speak with the director, stop by the school administration office, call, or email any time. We know how important communication is to the success of your child and our school. We are here for you.

Director Information

Teresa Garcia
teresa.garcia@calvaryabq.org
505.338.0183

Orientation/Meet-the-Teacher Day

To kick off every school year, Calvary Preschool hosts a parent orientation/meet-the-teacher day for our students and their families. This is an opportunity for students and parents to meet their teacher, tour the school, connect with other families, familiarize themselves with our day-to-day schedule, and ask any questions they have. For this date, please refer to the school calendar issued at the time of registration.

Student Sign In/Out

Each student must be escorted into and out of the building. Upon arrival and checkout, you must sign your child in/out on the proper log, located by the classroom cubbies. State regulations require that each child be signed in and out every day. Please ensure that everyone authorized to drop off/pick up your child does the same.

Student Drop-Off and Pickup

1. Our school session promptly begins at 9 am. We welcome students into the preschool no earlier than 8:50 am. Please be on time. It is disruptive to the class when a student is late. If a student arrives after 9 am, you will be asked to wait with your child outside of the classroom door until the morning activity is complete, so as not to cause a distraction.
2. Please remember to follow the sign in/out procedures.
3. We realize how difficult it may be leaving your child—especially for the first time. The best approach to make the goodbye process easier is to make it a short one. If your child senses that you are reluctant or nervous about leaving them, they become even more anxious about being left. You may want to develop a quick goodbye routine. Having a predictable routine helps your child adjust quickly. Please do not attempt to sneak away unnoticed.
4. Our school dismissal time is 1 pm. Please make every attempt to pick up your child on time. We understand that certain circumstances can make you late. If this is the case, please call the school at 505.338.0183 so that we can reassure your child.
5. If someone other than yourself is picking up your child, we must have prior written authorization. Upon arrival, the person that you authorized will be asked to present a picture ID before we release your child to their care.
6. If you have not arrived to pick up your child by 1:05 pm and you have not attempted to contact the school, your child will be sent to aftercare.
7. Once a student is released from school to a parent or authorized party, legal responsibility for that student passes from the school to the parent or authorized party. Please make sure your child does not leave the building without you.

Living Arrangements

If we need to be aware of certain living arrangements (child custody, restraining orders, divorce, death, etc.) please let us know so we can work with you to ensure what is best for your child. The happiness and safety of your child is very important to us. Please provide us with any necessary documentation (if any).

Parent/Teacher Conferences

Each year, we ask our parents to participate in a parent/teacher conference. This is your opportunity to see how your child is progressing, and it gives your child's teacher a chance to give you feedback. On this day, our school is closed to allow teachers and families plenty of time to discuss the child. Please see the school year calendar for these dates.

Gossip

We encourage you to share the positive accomplishments of the preschool and individual students. A safe learning environment takes precedence over gossip. When a child does something inappropriate, it is important that it is kept between the adult(s) who saw it, the teachers, and the child's parents. If a child knows that their inappropriate actions will not be the topic of gossip, they will continue viewing the school as a safe environment.

Parent Volunteer Opportunities

Calvary Preschool has an open-door policy. You are always welcome at your child's school. If you would like to volunteer, you must pass a criminal records background check by being fingerprinted. There is a \$44 total charge for the fingerprinting and for the CYFD clearance processing fee. When volunteering at the school, please check in with the school administration office to receive a visitor badge. Please make arrangements for siblings, as we are unable to accommodate them in the classroom.

We do not allow parents to volunteer in the classroom during the first two weeks of school. It is important for your child to adjust to their new surroundings and gain a sense of familiarity with the school. This adjustment time takes about two weeks for most children.

There are many opportunities throughout the school year for you to help in your child's class, the administrative office, or with special events. Parents and families are encouraged to join Calvary Preschool's Parent/Teacher Fellowship (PTF), a volunteer group of parents who meet monthly to support our students, staff, and school. The PTF is a vital part of Calvary Preschool, a partnership that helps bridge the gap between your family and our faculty.

At PTF meetings, we aim to encourage one another by sharing practical information, including ways to serve our students, staff, and school, and biblical information related to parenting skills and strategies. We also pray for our families. PTF provides an opportunity to build relationships within the school community, get to know staff and other parents, find out more about school happenings, and teaches children the importance of serving others. Together, we make Calvary Preschool a unique place for our students and children to grow as Christ did, in wisdom, stature, favor with God, and men.

Section 4: Student Policies

Clothing/Dress Code

For the safety of our students, Calvary Preschool implements a dress code that promotes school unity. All students will be required to wear a school uniform of the same color.

1. Bottoms
 - Navy blue
 - Boys: pants, shorts
 - Girls: pants, shorts, skorts, skirts, jumpers (shorts must be worn underneath skirts and jumpers)
2. Tops
 - Light blue polo-type shirts
 - Short- or long-sleeved (in cooler months)
3. Socks
 - Any color
 - Visible socks and tights are allowed
4. Shoes
 - Closed-toe shoes must be worn
 - Backless shoes are not allowed
5. At the time of admission, your child will receive a Calvary Preschool Spirit t-shirt. This shirt may be worn on designated spirit days, but is required for all off-campus school events, e.g., field trips).
6. Please provide an extra change of clothing for your child in a Ziploc bag to be left in their cubby. While we have bathroom breaks often, accidents do happen. Make sure to put your child's name on this bag.
7. During the cooler months, send your child with a weather-appropriate sweater or jacket. Please put your child's name on all easily removable clothing, especially jackets.
8. **Leave all small or detachable articles at home, such as pins, rings, toiletries, money, toys, candy, gum, etc.**

Backpack

Please send your child to school with a backpack that is large enough to accommodate their home folder and projects. Your child's name should be clearly labeled on the backpack.

Show-and-Tell

On your child's special helper day, they may bring in a show-and-tell item. Items such as weapons or toys of aggression/destruction are not allowed. If your child wishes to bring in a family pet, please get permission from the teacher and/or director before doing so.

Illness

If your child is not feeling well or you suspect that they are contagious, please do not send them to school. If your child has a fever (100.4° or higher), rash, diarrhea, sore throat, discolored nasal discharge (if it's colored, it's not allergies; this signals infection), constant cough, discharge from eyes, is vomiting, or has any symptoms of a contagious illness, please keep them home. A good rule to follow when determining whether to send your child to school is when in doubt, don't.

If your child has a fever or any of the symptoms above, please do not send them to school until twenty-four fever/symptom-free hours have passed.

If your child becomes ill while at school, we will call you or the emergency contact person you have provided on your child's information card. Your child will be separated from the group and allowed to rest comfortably until someone comes to get them. It is important to keep your child's information card updated at all times.

If your child has been diagnosed with any of the following, you must notify the school:

- Chicken pox
- Conjunctivitis
- Hepatitis A
- Herpes (mouth sores)
- Measles/rubella
- Mumps
- Pertussis (whooping cough)
- Rash illness
- Scabies
- Head lice
- Impetigo

Your child will not be allowed to return to school until necessary treatments have been given and/or a note has been issued from the child's doctor clearing their return.

Please inform us if your child develops a communicable disease.

If your child is ill, please call in your child's absence to the school administration office at 338.0183 between the hours of 8:30 am and 5 pm. If your child has missed school for three consecutive days due to illness, we require a doctor's note upon their return.

Medication

Calvary Preschool does not dispense cold medication at the school. On school mornings, please do not use medication such as Tylenol or cough syrup to mask symptoms that would otherwise prevent your child from attending school.

If your child has a special medical need such as asthma, diabetes, or a food allergy, a parent must sign an authorization form allowing preschool staff to administer the necessary medication. Please send the medication in its original container with your child's name, dosage, expiration date, and medicine name visible. If a plan of action form is necessary and is provided by your child's pediatrician, please provide the school with a copy to keep on file.

Sunscreens, lotions, and chapstick are considered medication. Please apply to your child before school; do not send these items with your child.

Accident, Injuries, or Emergencies Involving a Child

Each parent must provide written authorization for removing a child from the school for emergency medical transportation or treatment, and must designate a physician and preferred medical facility for treatment in case your child becomes ill or is injured while at school. In case of an accident, injury, or emergency that cannot be treated with on-site first aid, every effort will be made to contact the parent or emergency contact person(s). If no one can be reached in a reasonable amount of time, depending on the nature of the emergency, the child will be taken to the nearest medical facility.

If your child receives an injury while at school, you will receive a written report of the injury and all pertinent information. A parent must sign a copy of this report and return it to the preschool director so it can be placed in your child's file.

If an injury cannot be treated with on-site first aid and requires emergency medical attention, it will be reported to the state licensing authority by Calvary Preschool and will be followed by a written report.

Section 5: School Policies

Emergency Evacuation Plan

In the event of an on-campus emergency, precautions are in place for the overall safety of the children.

In the event of a fire, gas leak, or bomb threat, Calvary Preschool staff will escort students to the HD Supply White Cap located at 6707 Washington Street NE. They can be reached at 872.2244.

In the event of a tornado, severe weather, or terrorism, it is best to stay in your classrooms, lock all doors and windows, and stay low. If you have access to a cell phone, call for help. Each classroom closet has an emergency supply of bottled water, wipes, a flashlight, blanket, first-aid kit, nonperishable food, and other emergency items.

In the event of any evacuation, Calvary Preschool staff will escort students to the HD Supply White Cap located at 6707 Washington Street NE. They can be reached at 872.2244.

We will call parents and guardians from there to inform them of the situation and provide pickup instructions.

Our route: take the nearest and safest exit, walk west toward Washington Street, cross into the HD White Cap parking lot, and enter through the south entrance.

If the HD White Cap is also in a state of emergency, we will go to Whataburger, located at 4201 Osuna Rd. NE. They can be reached at 344.4212.

Our route to Whataburger: take the nearest and safest exit, walk to the east parking lot toward Calvary Rd.

In the event of an emergency, any person(s) with a disability will be aided to safety.

School Closings

Calvary Preschool will close when Albuquerque Public Schools have issued a two-hour delay or have canceled classes.

Check for closings or delays with local news stations and/or their websites. You can also listen to KNKT (107.1 FM) or Star 88 (88.3 FM) or check the preschool's Facebook page (search "Calvaryabq Preschool"). If you are still unsure, call the school at 338.0183.

Field Trips

In-house and off-campus field trips are scheduled throughout the school year. In both cases, you will be given two weeks' to one month's notice to plan accordingly. Calvary Preschool students are required to wear the spirit t-shirts on all off-site field trips.

For off-campus field trips, we require each student to have an accompanying adult. Since Calvary Preschool does not provide transportation, parents are required to drive their child to and from the designated location. Parent volunteers are welcome but not required to attend our in-house field trips.

For every field trip, whether in-house or off-campus, each student must have a parent-signed permission slip to participate. Please make arrangements for siblings.

Chapel

Calvary Preschool is committed to instilling Bible truths into the hearts and minds of our students. In line with our school's philosophy, we strive to educate the whole child, in wisdom, stature, favor with God, and favor with man.

We recognize that each child is unique and created in the image of God. We desire to come alongside our families and students in the instruction of God's Word so that each student will understand the magnitude of God's love for them. At the preschool stages of development, children understand the world around them in a concrete and literal sense. Our program is designed to help students understand that the Bible is a historical, God-breathed document. To communicate these concepts to our students, we partner with two established curriculums, DiscipleLand and Storybook, to create a specialized program for daily Bible instruction and chapel.

Guidance Policy

“The wise in heart are called discerning, and pleasant words promote instruction” (Proverbs 16:21, NIV).

Discipline is a door for opportunity—the opportunity to teach children appropriate ways to meet their needs. The root word for *discipline* is *disciple*, so good discipline, like discipleship, trains children to develop self-control. *Training* is the key word, not *punishment*. Good discipline is guidance toward right behavior. The goal of discipline in the classroom is to train children to be Christlike. Before any method of discipline is used, there must first be rules. Rules are reviewed daily with the students, as well as what appropriate behavior looks like in the classroom setting.

CLASSROOM RULES

Classroom rules provide principles for godly behavior in an academic setting. They establish healthy limits for children and provide a framework in which biblical teaching and learning can take place. We desire for our children to understand the Bible’s instruction that love is obedience: “He who has My commandments and keeps them, it is he who loves Me. And he who loves Me will be loved by My Father, and I will love him and manifest Myself to him” (John 14:21).

The classroom rules are posted in each classroom, large enough to be seen from any place in the room. They are taught and reviewed daily with our children in an ongoing and inspiring manner.

1. **Be loving.** “You shall love the LORD your God with all your heart, with all your soul, and with all your mind.... You shall love your neighbor as yourself” (Matthew 22:37, 39).
2. **Be obedient.** “Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account” (Hebrews 13:17).
3. **Be patient.** “The patient in spirit is better than the proud in spirit” (Ecclesiastes 7:8b).
4. **Be diligent.** “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15).
5. **Be self-controlled.** “He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city” (Proverbs 16:32).

Discipline Policy

At Calvary Preschool, we believe that children are a gift from God and are His beautiful creations. It is our job to show them love, guidance, and understanding in a gentle manner.

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach is taken regarding behavior management and discipline. The teachers focus on the

positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help children develop self-control and responsibility for their actions.

Our discipline procedures consist of the following strategies:

1. Encourage children to use their words when having a disagreement with another child. Facilitate children in their attempts to settle their own disputes.
2. Redirect behavior when this seems potentially effective.
3. Separate a child from the group (time-out)—one minute away for each year of age.
4. Counsel children individually about their behaviors.
5. Make director and parents aware of disciplinary concerns (incident report).

If your child is sent to the director's office more than three documented times, your child will be withdrawn from the school and any remaining tuition will be forfeited.

More than three documented incidents of hitting, biting, or behavior that puts other children or staff members in danger will not be tolerated and is grounds for dismissal. We reserve the right to dismiss a child on a case-by-case basis.

Withdrawal/Dismissal of Students (Expulsion Policy)

Calvary Preschool reserves the right to dismiss/withdraw a child if they are unable to cope with preschool or if the parents fail to fulfill their obligations. Hitting, biting, or being consistently disruptive in the classroom is grounds for immediate dismissal, and tuition will be forfeited.

If a child is having behavioral problems, we will follow the guidelines laid out in our Discipline Policy, prior to the dismissal of a student.

If a parent wishes to withdraw their child from the program, they may do so with at least one month's written notice. If you fail to give the written notice, you will be charged for an additional month of tuition. If you fail to pay, further action will be taken.

CHILD ABUSE AND NEGLECT REPORTING

By law (NMCCR 8.16.2.21 sec. C.3), anyone who knows of or suspects that a child is being abused or neglected must report the matter immediately. All of Calvary Preschool staff follows this law.

Child Abuse Hotline: 800.797.3260

Child Protective Services: 505.841.6100

Confidentiality Policy

All Calvary Preschool staff members have gone through confidentiality training and have signed a confidentiality statement. We cannot disclose any information about your child with an outside party or with other Calvary Preschool parents.

If we feel your child needs outside assistance, your permission and a signed authorization form will be the first step we take before we pursue action.

Complaint Process

If a Calvary Preschool parent has a complaint or a dispute, we ask you to follow the principles outlined in Matthew 18:5-7:

1. Bring the complaint/concern to your child's teacher and attempt to find a resolution.
2. If no resolution is found, take the complaint/concern to the director, who will schedule a meeting with the involved parties and attempt to reach a resolution.
3. If the above steps have been taken and there is still no resolution, take the complaint/concern to the school superintendent, who will attempt to resolve the matter.
4. If you feel no resolution has been found, you may write a letter to the church board, who will review your complaint and see what further actions need to be taken, if any.

Meals and Snacks

NUT ALLERGIES

Calvary Preschool is a peanut-free school. Having a peanut allergy is severe and life-threatening. We ask that you do not bring products into the preschool area that contain peanuts, peanut oil, or traces of being in machinery with peanuts. It is very important to read all labels. Refer to the recommended snack list for approved snacks. A recommended snack list will be provided at Parent Orientation and Meet-the-Teacher Day and can be found on our website.

SNACKS

In each classroom, students take turns providing a snack for their entire class. This day will be your child's special helper day. All snacks must be nutritious (a recommended snack list will be provided at open house/meet-the-teacher day). We ask that you provide everything necessary to serve the snack:

napkins, bowls, spoons, cups, etc. If you are unable to provide a snack on the assigned day, please notify your child's teacher so that other arrangements can be made.

SPECIAL HELPER BIRTHDAY CELEBRATION

If you wish, you may bring in a special treat on or around your child's birthday. You are welcome to bring in homemade cupcakes (no bakery-made sweets) or muffins with a thin layer of frosting. Please request permission from the teacher in advance for other, nonnutritious snacks.

LUNCH

All Calvary Preschool programs will have a scheduled lunch time. Parents are required to provide a lunch for their child since Calvary Preschool does not have a food program. We are unable to refrigerate items, so please pack an ice pack in your child's lunch. Please do not send food that requires heating. For the safety of our students, we cannot reheat food. Clearly label your child's name on their lunch box. Remember that we are a peanut-free school.

BIRTHDAYS

Celebrating a birthday with a party is a big deal at preschool. If you are planning on inviting children from your child's class to the party, but not the entire class, please do not pass out the invitations at school. Conversations about outside parties should be kept to a minimum in school in order to spare the feelings of children who are not invited.

After-School Program

Before and After-School Program

As a church body, we believe that the Scriptures teach that the best care for young children is given by their parents (see Deuteronomy 6:6-7 and Proverbs 22:6). However, we realize that sometimes there are extenuating circumstances that require both parents to work outside the home. Calvary Preschool staff is called to share in the ministry of Calvary Church by providing a loving and safe learning environment for children during the workday when circumstances prevent spouses or relatives from providing that care themselves.

Calvary Preschool is proud to offer a before and after-school program to all students enrolled in our morning session. **This program is a *full-school-year* commitment.**

BEFORE AND AFTER-SCHOOL PROGRAM HOURS

- Monday–Friday
- Early drop-off: 7:30-8:45 am (anytime within that time frame)
- Pickup: 1-5 pm (anytime within that time frame)
- Drop-ins are available on a first-come, first-served basis.

If you would like your child to participate in our before and after-school program, please select the appropriate option at time of registration. This program is a full-school-year commitment. When signing up your child for this program, you agree to the following terms and conditions:

- This program and payment for program is a full-year commitment, unless drop-ins are on an occasional basis
- Agree to payment guidelines
- Understand that Calvary Preschool cannot prorate funds
- If you wish to withdraw your child, you must give at least one-month's notice and fill out all necessary forms
- Pickup for this program is promptly at 5 pm
- Late-pickup fee (after 5 pm): you will be charged a \$5 fee for the first ten minutes and \$10 for each additional five minutes

Daily Schedule

TYPICAL SCHOOL DAY SCHEDULE*

7:30 am	Before-school program
8:50 am	Check-In/Doors Open
9:00 am	Program Start
9:05 am	Chapel/praise and worship
9:20 am	Circle time
9:30 am	Phonics/writing
10:00 am	Snack
10:30 am	Outdoor time
11:00 am	Center rotation
11:30 am	Numbers/science
11:45 am	Music
Noon	Lunch
12:30 pm	Closing circle/story/prayer
12:50 pm	Cleanup
1:00 pm	Dismissal

AFTER-SCHOOL PROGRAM

1:00 pm	Transition/restroom break
1:10 pm	Outdoor Play**
1:40 pm	Transition/restroom break
1:50 pm	Read aloud/nap prep
2:00 pm	Quiet/rest/nap time***
3:00 pm	Transition/restroom break
3:10 pm	Snack
3:30 pm	Art Activity
3:50 pm	Read aloud/cleanup
4:00 pm	Dismissal

*Schedule varies depending on program; this is an example of a typical Calvary Preschool day.

**Activities may vary based on projects and individual teacher lessons. If weather does not allow us to go outside, our students will be able to participate in a teacher-led indoor gross motor development activity.

***Quiet/rest/nap time: Every day, the after-school program has a quiet/rest/nap time as required by the New Mexico Child Care Regulations. Please provide your child with a blanket or a special cuddly friend, and we will provide the rest.

Parent Pledge of Participation and Cooperation

Thank you for taking the time to read through the Calvary Preschool Parent Handbook. In order for us to provide a successful preschool program, it is imperative that we are all on the same page when it comes to our faith, mission, and philosophy statements.

Please read and review the following statements. Initial next to each statement to signify your agreement. Sign and date the bottom portion of this agreement. This copy will be placed in your child's file, and you will be given a copy of the signed form.

_____ I agree to and will abide by Calvary Church's Statement of Faith.

_____ I pledge my full cooperation with the mission and program of Calvary Preschool.

_____ I understand the school's guidelines on illness and agree to follow them.

_____ I agree to participate in parent/teacher conferences.

_____ I understand it is my responsibility that the preschool has up-to-date information on my child, including emergency contacts, immunization records, and current telephone numbers at all times. Anytime there is a change of information, I will notify the school.

_____ I understand that the preschool requires a written thirty-day notice before pledge is sufficient enough cause for the disenrollment of my child from the program.

_____ I understand that Calvary Preschool has the right to dismiss my child as a student at any time and that all tuition may be forfeited.

_____ I have received a copy of the Calvary Preschool Parent Handbook. I have read and understood the information and its importance. I agree to comply with all the policies and procedures outlined in it. I am aware the preschool reserves the right to change its policies from time to time and that it is my responsibility to stay informed and updated on such changes by reviewing the Parent Handbook available online.

By signing this agreement, I agree to and am in clear understanding of all policies and procedures set forth by Calvary Preschool.

Parent/Guardian Name (print)

Student Name

Parent/Guardian Signature

Date

