



Parent Handbook
2008-2009

Cicero Christian Church
1715 Stringtown Pike
Cicero, IN 46034

317-984-4653 x 28

Dear Parents,

Welcome to Crosslight Christian Montessori Preschool. We are pleased that you have chosen our school for your child.

Crosslight Christian Montessori Preschool is a part of the total ministry of Cicero Christian Church, and is designed to provide a program of learning in a positive Christian atmosphere. Our program does not include any information about church doctrine, but uses Bible stories and Biblical values to enhance our learning program.

Our Christian Montessori curriculum is individually tailored for each child. The curriculum encourages children to learn at their own optimal level. We are promoting the development of the whole child, ultimately preparing the children for Kindergarten and life's experiences. At Crosslight Christian Montessori Preschool our beautiful learning materials and loving teachers surround the children as they fulfill their profound need to learn.

Crosslight Christian Montessori Preschool staff is eager to work with you, and we welcome your comments and suggestions to help us provide your child with the very best school experience. Communication with our parents is very important to us. Please feel free to contact us with any questions or concerns, or drop by for a visit anytime.

It is our desire that each child emerge from his or her experience at Crosslight Christian Montessori Preschool with a positive attitude toward school and learning, a strong feeling of self esteem, and secure in the knowledge that he or she is special child of God.

Enrollment

Children ages three to age 5 are eligible for enrollment. Children must be three and bathroom trained by September 1.

Tuition

2 days weekly for \$100.00 per month

3 days weekly for \$130.00 per month

4 days weekly for \$160.00 per month

Tuition is due on the 1st of the month. If tuition is not received by the 10th of each month an **additional \$5.00 a day** will be added to your child's monthly fee.

Registration Fee

The **\$50 registration fee** holds your child's place and serves as the first semester's supply fee. **A second semester supply fee of \$25 is due on January 1.**

Arrival and Departure (see map)

Parents should enter the parking lot following the diagram (see map) and the teacher will collect your child from your vehicle. **Do not release your child until the teacher comes to your vehicle.** If you are late dropping your child off, escort him/her into the classroom. Your child should hang his/her coat and place any personal items in his/her cubby. Children will be on the playground during the last part of the day, then brought in as a group and dismissed by the teachers to your vehicle. The teacher will bring your child to your vehicle and place them inside. If you would like to come and join us on the playground a few minutes early, that is fine. Please be prompt in picking up your child after class. Parents who are habitually late will be fined \$5. If you run into car problems or something similar that will cause you to be late, please call the church. Please inform your child's teachers of all car pool arrangements. It is very important to notify the teachers of any change in pickup arrangements in writing. We will not dismiss any child to any person without parent's written instructions.

Reports and Conferences

Parents will receive written evaluation of their child's progress, and personal conferences may be arranged. The teachers want to be available to discuss with you any concerns relating to your child's school experience. However, the time immediately prior to class, when teachers are busy preparing for children and anytime you child or other children are present, are not effective conference times. Your concerns should be addressed to the teacher or director by written note or through a phone call to the school. At that time, if further discussion is desired, the parent or teacher may schedule a personal conference.

Visits

You may drop by to visit anytime for as long as you care to stay. If you plan to stay an extended time, please do not bring any other children along. Be advised that your child may not act naturally while you are present at school.

Clothing

Dress your child in clothing that is appropriate for crafts and active play (Paints, crayons, and glue may stain). We will always have the children wear smocks during messy activities, but sometimes that does not work. The children play outdoors whenever possible, so plan to send appropriate outdoor clothing including boots. Outdoor garments should be clearly marked.

Health

Immunizations must be up to date. Keep your child at home until he/she is fully recovered from an illness and is free of fever, vomiting, and diarrhea for 24 hours. If a child requires medication for an illness or eye infection, he/she should have been on the medication for at least 24 hours before returning to school. When a child has a cold, he/she should not attend school if he/she is coughing violently or has a runny nose that he/she personally cannot control. Children may return when they have improved to a few sniffles. Report any communicable diseases to school immediately so we may notify other parents about the possibility of infection.

Discipline procedures

1. Every effort is made to extinguish inappropriate behavior by ignoring it.
2. We will concentrate on praise for a job well done.

Example:

With a child who is having trouble sharing
“I like the way you let John join you in that game.”
“That is a nice way to play.”

3. We will be positive... “Let’s remember to walk outside.”
4. We will use Biblical principals to encourage appropriate behavior... “Let’s remember how Jesus told us to treat our friends.”
5. When discipline is necessary, a child will first receive a warning, than be placed in “timeout.”
6. In the event a child continues to be disruptive, we will discuss the problem with the parents to outline a course of action.
7. Their privilege of working with materials may be taken away.

Important Dates

We will inform you in our monthly calendars about important upcoming dates at least one month ahead of time whenever possible.

Parties

We will have small parties for Fall, Christmas, and Valentine’s Day. Children may also celebrate their birthdays at school (see birthday letter insert). Parents should contact the teachers ahead of time so arrangements can be made. Parents may bring in special treats and may stay and join the party. Celebration of summer birthdays may be arranged with the teacher toward the end of the school year.

Snacks

A daily snack will be provided. This will be a time for the children to enjoy a healthy snack and learn the importance of good manners.

School Closings

Our school will be closed on days that Hamilton Heights Schools are closed due to weather conditions. You may find out this information from most radio and TV stations. We may also cancel or shorten classes when we feel that weather conditions create a danger. If this should happen, or if we should need to contact the group for any other reason, you will be contacted via e-mal. Morning classes will be cancelled if Hamilton Heights has a 2-hour delay unless you are otherwise notified.

Bringing Things to School

Please do not allow your child to bring toys to school except on the designated show -and-tell day. Your child will bring a note home the day before it is their “special day.” Items of special educational value such as a specimen from nature, a souvenir from a trip, or something your child has made are welcome at anytime. No chewing gum or candy allowed at school.

Absence

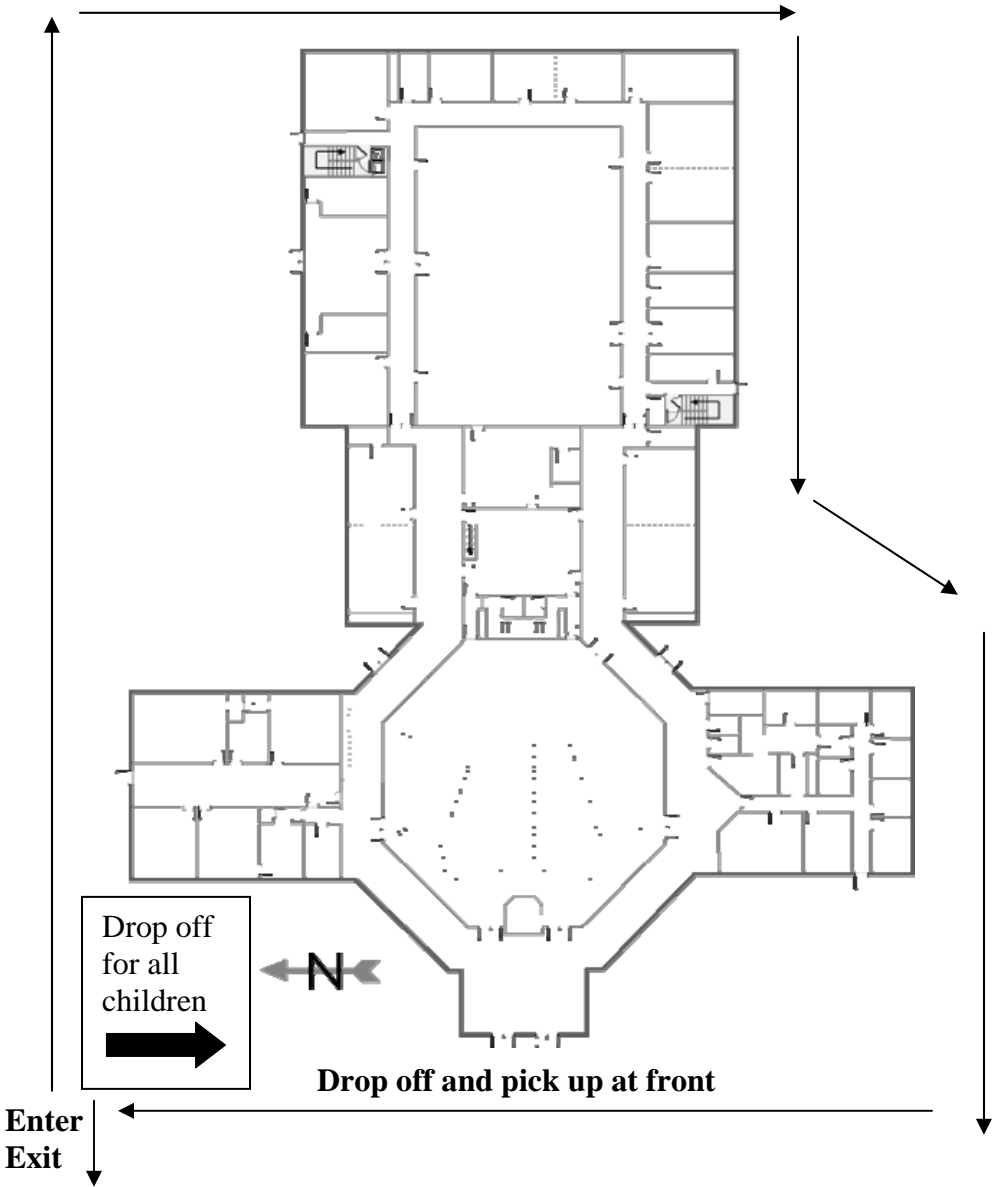
It helps us to know when your child is to be absent. You may call the church and leave a message. The extension is 28. Teachers should be notified of any extended absences. Tuition will not be affected by absences.

2008-2009 School Calendar

September 2	<i>First day of School</i>
October 30, 31	<i>Fall Break No School</i>
November 26, 27, and 28	<i>Thanksgiving Break No School</i>
December 15 (7pm)	<i>Christmas Program</i>
December 22 – January 2 (Return to school Jan. 5, 2009)	<i>Christmas Break No School</i>
January 19	<i>Martin Luther King Day No School</i>
February 16	<i>Presidents Day No School</i>
April 6-10	<i>Spring Break No School</i>
May 21	<i>Graduation Program</i>
May 21	<i>Last Day of School</i>

Drop off and Pick Up

Drop off is at 9a. Pickup is at 11:30 a.m. Any parent arriving late will need to park and walk their child in through the front door. All drop off and pick up this year will be at the front entrance, but please go around the church and line up from the South.





Faculty

Director
Teacher
Teacher
Teacher
Teacher
Assistant

Jodie Bolinger
Ernestine Smith
Dee Jessop
Abby Brooks
Amy Ashley
Mary Lynn Carson

Crosslight Christian School Board

*Lacy McGrew, Pastor Steven Hancock, Mike
Jenkins, Wendi Russell, Renee Kinder, Jim Craig*



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