

PARENT/STUDENT HANDBOOK

2021-2022



Theme Verse:

“So let’s not get tired of doing what is good.
At just the right time we will reap
a harvest of blessing
if we don’t give up.”
Galatians 6:9

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Introduction to Culver City Christian School (CCCS)

Dear New and Returning Parents:

Thank you for enrolling your child in Culver City Christian School. CCCS is a ministry of Culver Community Church, and we are in harmony with the teachings of Culver Community Church. CCCS is first and foremost a Christian school. We exist in order to develop each child's full potential to become all that Christ created him/her to be. All students who attend the school will attend and participate in daily Bible classes, monthly chapel services and two musical performances (may modified due to COVID). We believe that regular family attendance and participation in a Bible-believing church is a must if our partnership is to be successful.

Christian education is a commitment before God. Each member of our staff has made that commitment. We are dedicated to the principle that God has made us stewards of the time He has given to us. Lessons are well planned, exciting, highly motivating and designed to maximize growth. The staff possesses a wide variety of backgrounds, but the common element is the love of the Lord, evident in each person's life. You will find people at our school to be dedicated and conscientious.

Culver City Christian School is known for high standards of ethical and moral behavior and for strong, positive discipline. It is expected that parents who send their children to our school will support this environment, CCCS policies and the enforcement of the discipline program.

Please read the information included in this booklet with special care; this is your contract with Culver City Christian School for educational services. All new and returning parents will be asked to sign a "Parent/Student Handbook Contract" form acknowledging that you have read the information contained in this handbook with your child(ren). **By signing the form, you agree to support the policies and programs as stated in this handbook and work with the administration and staff to assure a cooperative and supportive spirit.** Signatures from both parents are required on this form and /or single parents inclusively. Keep this Handbook in a place where you and your child may refer to it throughout the school year. The school's Discipline Policy, Dress Code Policy, Statement of Faith and other important information are included.

It is a pleasure to serve you and your family, as you become part of the Culver City Christian School family.

In Christ's Service,

Culver City Christian School Board,
Administration and Staff

School Leadership Roster

School Board

Rosa Gutierrez School Board President
Barbara Hodson Founding Administrator
Elaine Adams Culver Community Church Board of Elders
Greg Criswell Culver Community Church Board of Elders
Cynthia Maia Former parent/Culver Community Church Member

Administrative Team

Jennette Bolden Preschool Director

Faculty

Melinda Bravo Alligators
Wendy Wray Alligators
Maria Martinez Alligators and Kindergarten
Elizabeth Martinez Tigers
(Assistant to be announced) Tigers
Crystal Castaneda Zebras
Nosrat Homaei Zebras and Lions
Lorena Rojo Lions
Jennette Bolden Kindergarten

Support Staff

Patti Gutierrez Office
Janece Schreier Office Manager/Accounts

Who we are at Culver City Christian School

Mission Statement

The mission of CCCS is to direct students to seek the mind of Christ and develop an understanding of a God-centered world view. Using a biblically integrated curriculum, students will develop spiritually, intellectually, physically and socially. This will equip them to discern truth, leading toward a lifetime commitment of doing God's will (Philippians 2: 5-11).

Statement of Purpose

It is our primary purpose to impact the hearts of children with the reality of a personal relationship with God through the gospel of Jesus Christ; that this relationship will empower and transform their lives in order to glorify God and fulfill the purpose He has for their lives; and students will be able to integrate a Christian world view into every area of their lives.

Philosophy of Education

According to Scripture, children are a heritage to the Lord. As such they require guidance, love, and prayer to become thoroughly equipped men and women. Education which enables a child to live a successful and fulfilled life in this uncertain world must focus on the whole child - spirit, mind, body, and emotions. The responsibility has been given by God to parents for the provision of such training.

These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Deuteronomy 6:6-7

CCCS exists as a partner to families for formal instruction during the early years. Home, church, and school form a team to accomplish this sacred task. Therefore, all school employees must demonstrate satisfactorily through the interview process a personal relationship with the Lord Jesus Christ, confessing Him as their Lord and Savior.

School History and Sponsorship

CCCS was founded by Culver Community Church in 1980 as a ministry and mission to serve the needs of parents and their children in the greater Los Angeles community.

Culver Community Church Statement of Faith

Culver Community Church is a community-based fellowship of Christians who, resting their faith in the Lord Jesus Christ for their eternal salvation, believe as follows:

- **We believe** in the inerrancy of Scripture, that the Bible, Old and New Testaments are the inspired, infallible Word of God and as such are the final authority in all matters of truth, morality and the proper conduct of mankind. God's Word as interpreted by the Senior Pastor and governing Board of Elders is the sole and final source of doctrine, practice, policy and discipleship.

- **We believe** that God is eternally existent in three distinct persons: Father, Son and Holy Spirit.
- **We believe** that Jesus Christ is fully God and fully human, that He was born of a virgin, lived a sinless life, provided for the atonement of our sins by His substitutionary death on the cross, was bodily raised from the dead, ascended back to the right hand of the Father, and ever lives to make intercession for us.
- **We believe** in the personal, visible and pre-millennial second coming of Jesus Christ to the earth. He will return with His saints and set up a kingdom of which there will be no end.
- **After Jesus ascended** to Heaven, He poured out His Holy Spirit on the believers in Jerusalem, enabling them to fulfill His command to preach the Gospel to the entire world, an obligation shared by all believers today.
- **We believe** in all the basic doctrines of historic Christianity.
- **We believe** worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.
- **We believe** worship of God should be inspirational. Therefore, we give great place to music in our worship.
- **We believe** worship of God should be intelligent. Therefore, our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshiped.
- **We believe** that all people are, by nature, separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as 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** in the gifts of the Holy Spirit mentioned in the Scriptures, and that they are valid for today if they are exercised within the scriptural guidelines. We as believers are to covet the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.
- **We believe** that God has designed and desires to work in this fallen world through the Christian, Christian Marriages (as defined by God, the union of one man and one woman – Gen. 2:24; Matt. 19:5-6; Mark 10:6-9), families and His Church as they honor Christ by obedience to His teachings (John 14:15; 2 Timothy 2:20-21; James 1:25) and His example (1 John 2:6).

Admission Philosophy, Policies, and Procedures

CCCS is open to children between the ages of 2 and 5 years old. Prospective students may be evaluated by the CCCS Preschool Director and/or teachers to determine readiness for preschool and placement in the appropriate class. We do not require 2 year old children to be potty trained; our teachers will communicate with parents regarding the child's readiness for potty training. Parents are required to provide wipes and diapers (or Pull-Ups) for children not yet completely potty trained.

CCCS admits students on a first come, first serve basis without regard to race, color, or national and ethnic origins and extends all the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCCS expects students and their families to cooperate with CCCS administration and to abide by its policies.

All children entering preschool for the first time are required to have received all the state required immunizations. An official documented copy of immunizations from the doctor's office must be provided before the enrollment process can be completed.

Policies & Procedures at CCCS

Admissions Procedures

The procedures for admission to CCCS are:

1. Tour the School (**suspended due to COVID restrictions**)
2. Complete Paperwork
 - a. CCCS application
 - b. State Forms required by Licensing
 1. Identification and Emergency Information
 2. Parent's Report
 3. Physician's Report
 4. Consent for Emergency Medical Treatment
 5. Parent's Rights
 6. Personal Rights
 - c. Photo Release Form
3. Post-Acceptance paperwork:
 - a. Copy of birth certificate
 - b. Copy of immunization records
4. Pay Registration

Note: Failure to return required forms in a timely manner will delay attendance

Kindergarten Placement

Considerations used to determine placement include chronological age, physical and emotional/social maturity, and academic readiness which may be determined in part by a placement screening. Children must be 5 years old by September 1st of the year they enter Kindergarten.

Privacy Policy Regarding Applications

Once an application for Culver City Christian School has been turned in, it is the sole property of CCCS. As such, we reserve the right to safeguard or disclose any information contained within it. When one parent of separated parents turns in an application, it is the policy of CCCS to disclose only information important to the child's welfare (such as names of persons allowed to pick up the child). All other specific information (such as addresses, contact phone numbers, driver's license, social security number, etc.) will be withheld to protect the privacy of the parent who turned in the application. This is done in an impartial manner and is to protect the confidentiality and privacy of both parents, not to restrict or diminish either parent's rights. Either parent is allowed to add to or submit a new application at any time to update or amend the information contained in the child's file.

Tuition and Fees

Registration Fees

The Registration Fee is non-refundable, except in cases where applicants are denied admission by the school. The fee will then be refunded, deducting a \$50.00 processing fee for preschool applicants or a \$70.00 processing fee for kindergarten applicants. Registration requirements are included with the application. Any refund of payments made by personal check will be subject to a 7 to 10 day clearance period before refunds can be issued.

Tuition

It is the goal of the CCCS School Board to provide the best possible environment and program while keeping the tuition fees as affordable as possible. Tuition fees are set by estimating costs and attendance for the upcoming school year. CCCS receives no government funding or outside support beyond these fees. Tuition is billed and due on the first of each month, however payments may be made either in full on the first of the month or divided in half and paid on the first and eleventh business day of each month (approximately the 15th). The following is a list of current programs and tuition rates.

Alligators (2 year olds and non-potty trained)		
Monday – Friday	7:00 a.m. – 6:00 p.m.	\$1,296
Tigers (3 year olds)		
Monday – Friday	7:00 a.m. – 6:00 p.m.	\$1,104
Zebras and Lions (4 year olds)		
Monday – Friday	7:00 a.m. – 6:00 p.m.	\$1,104
Kindergarten		
School Day with Extended Care	7:00 a.m. – 6:00 p.m.	\$1,104

Late Fees

A 'grace' period of two days is given for all tuition payments. Any account whose payment is received after the grace period will receive a flat \$25 late fee. For example, a payment due on the first (or eleventh) may be made on the first, second or third (eleventh, twelfth or thirteenth) business days without receiving a late fee. If payments for both the first and second half of the month are late, a maximum of \$50 in fees will be billed.

Discounts

Discounts are available for payments made in advance by semester or year. Family discounts are available at the rate of 10% for the second child and 20% for each additional child. (Discounts are applied to children based on age with the oldest child receiving the highest discount.) A discount (only one per family) is also available for parents who are actively serving military personnel. Please ask the school office for details. Note: Discounts may not be combined.

Help with Child Care Costs

CCCS works with various agencies who provide financial assistance to families in need. There may be funding available to assist you with child care costs.

The following resources may be able to provide assistance:

CalWORKs (www.cdss.ca.gov/calworks)

Child Care Alliance Los Angeles (www.ccala.net/connect-to-child-care/)

Connections for Children (www.connectionsforchildren.org)

Crystal Stairs, Inc. (www.crystalstairs.org)

Families apply for assistance to the agency, and if accepted, contract with the funding agency directly. The agency then contacts CCCS to authorize provision of service. Culver City Christian School is happy to receive payments on behalf of the families active in agency programs. Families using agency funding must comply with all agency requirements including turning in signed monthly attendance sheets to the school office by the last business day of the month and no later than the first business day of the following month. Since agencies typically pay one month in arrears, Culver City Christian will extend the monthly tuition due dates by 45 calendar days. Families must pay all other charges not covered by agency funding by the first of the following month. All charges including tuition are ultimately the family's responsibility. It is the parents' responsibility to notify Culver City Christian School promptly of any changes in program status. Culver City Christian School has the right to terminate participation in any agency program at any time.

Returned Checks

A \$25.00 fee will be charged for all returned checks. Returned checks may be required to be replaced by cash or money order.

Refunds

Any refunds requested will be subject to a 7 to 10 day clearance period before a refund check will be issued.

Delinquent Accounts

It is CCCS policy that any family whose account is past due beyond the current calendar month will not be allowed to continue attendance. Attendance may resume once payment for all outstanding tuition and other charges (e.g. late pick up fees, etc.) is made in full. For example, if September's tuition has not been paid then attendance will be suspended October 1st. After receiving the second notice of delinquent account within a quarter, the family may be required to authorize payment by electronic fund transfer for continued attendance.

Pro-rating

Pro-rating will only be done for families entering or exiting CCCS. The monthly tuition amount will be divided by 20 days to derive the daily rate for 5 day programs.

Withdrawals

A two-week notice is required for withdrawals for any reason, and tuition fees must be paid through that two-week period.

Vacations/Holidays

Please note that tuition must be paid in full every month without deductions for holidays, vacations, or absences due to illness or injury. This is due to the fact that our staffing and other operational expenses are arranged on the basis of fixed enrollment levels and must be met on a continuing basis. Few of the operating costs of the facility are eliminated when a particular child is absent.

Academic Program

Children need a well-balanced curriculum which emphasizes spiritual, academic, social, emotional, as well as physical objectives. A curriculum guide for each individual class is available for you to look at upon request.

Curriculum

CCCS uses the Abeka materials produced by a Christian publisher, which integrate Biblical truth across the curriculum. The Abeka curriculum is an advanced, phonics-based educational program that provides our students with a solid foundation for academic success in their further educational endeavors.

Specials

There are other subjects that also reveal God's truth:

Children's Literature: Students learn the importance of listening and reading through storytelling and books. Classroom story and book times begin foundational reading and literacy skills that can lead students to become lifelong readers and learners.

Music: CCCS believes that music instruction is central to a well-balanced curriculum. For this reason, music and singing are an integral part of each classroom's daily activities.

Promotion

CCCS holds a promotion ceremony for children promoting from preschool to grade school. Students must have reached the appropriate instructional stage of development before participating in the promotion ceremony. For 2021-2022 the ceremony will be held in class due to COVID-19 restrictions.

Discipline

Culver City Christian School is known for high standards of ethical and moral behavior and for strong, positive discipline. It is expected that parents who send their children to our school will support the policies and enforcement of the discipline program.

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents and the school. Each student must show courtesy, respect, and good manners to all adults in authority at all times.

Philosophy of Discipline

Discipline is a life-long process of training and integrating Christ-like character into the life of each student. Therefore, discipline is presented as the natural consequence (positive or negative) of the child's choices, whether good or bad.

Goal of Discipline

To recognize, obey and finally exercise proper authority is a major characteristic of the successful [maturing] person in Christ. Our school stresses Godly discipline from which emerges positive self-control, self-esteem, and positive Christian virtues. We believe that the Bible provides thorough guidelines for effective living in every way, and that the happy child is one who has learned to submit his own will to the rightful authority of others. Respect for others, and especially those who lead us, is an essential product of Christian education.

We at CCCS are highly conscious of the Scriptural directive to train children in the way they should go (Proverbs 22:6). With this principle in mind, it is the policy of our school to ensure that an appropriate learning environment be established and maintained. Classroom procedures and routines are developed and enforced to maximize learning and to contribute to order and decorum.

Methods of Discipline

1. Because the installment of Godly full justified discipline is a parental responsibility, communication and development of common home/school goals to deal with the training of the child need to be established.
2. Focusing on the positive while eliminating the negative is our most persistent method. Children will usually follow directives when rules are understood, consistently enforced, and when it "pays" to be good. Children blossom under praise, love, and encouragement.
3. When a child's behavior is not acceptable, disciplinary measures are taken, whenever possible, in private. The child should begin to tell what he/she did and how he/she behaved wrongfully in light of the Scriptures. Sessions are short and to the point. Forgiveness and restitution are sought through a contrite spirit (1 John 1:9). Teachers end this time praying with the child.
4. In disciplinary cases of persistent minor infractions, the following steps will be followed.

CCCS Discipline Hierarchy (for minor infractions)
1st time = Warning
2nd time = Thinking time
3rd time = Note or phone call to parent and incident report
5. For major infractions, a **Pink Slip** will be written by any teacher, aide, or staff member. Behaviors that will result in immediate pink slips are:
 - Inappropriate language: swearing, name-calling, some forms of slang
 - Direct disobedience and disrespect towards others in action or speech
 - Hurting other children or staff: biting, hitting, kicking, fighting, rough play

- Defacing or destroying school property in any way
- Throwing tantrums; showing a bad attitude or poor sportsmanship
- Misuse of any equipment: throwing rocks or sand, throwing things over the wall, etc.
- Cheating, lying, stealing
- Rebellious behavior in general; disregard for school rules
- Truancy
- Physical threat
- Possession of controlled substances, weapons, matches, lighters, pocketknives, pornography, etc. This last category may involve an immediate expulsion.

Pink Slips

Behavior Referrals/Pink slips accrue throughout the school year by quarters. The first and second quarters (September until end of January) make up the first accruing period. The third and fourth quarters (February until the end of the school year) make up the second accruing period. The third is summer. A child that accrues three pink slips during any given accruing period will be suspended from school for two days. The fifth pink slip will result in a week suspension and a sixth will result in expulsion. After each accruing period, all pink slips will be filed and your child will start with a clean slate.

Discipline: A cooperative effort between home and school

Because the communication between home and school is vitally important, please take the following steps if your child comes home complaining about a policy, disciplinary action, or situation at school:

1. Remember we are committed to training children in the nurture and admonition of the Lord. We have reasons for all rules and they are enforced without favor.
2. Realize the student's reporting may be emotionally based, and all the facts may not be presented.
3. Support the school and call us for all the facts. "Go to one another so that every matter may be established" (Matthew 18:15-17). We will be happy to make an appointment for you and your child to meet with the teacher, director, etc.

Any parent or family member who is verbally abusive to school staff, causes dissent, or circulates materials not approved by the school, may result in the termination of their child's enrollment.

Restricted Items

Students are prohibited from bringing toys or weapon-like toys, matches, playing cards, unnecessary amounts of money, animals (unless cleared by an administrator), tools (unless used in the classroom and student received prior permission), and electronic devices such as radios, computers, cell phones, DVD players, any MP3 player (iPOD's), etc.

Playground Rules

Here are several rules for acceptable behavior on the playground.

- Do unto others as you would have them do unto you.
- No fighting, wrestling or other rough play.
- Do not throw anything, except allowed balls.
- No cursing, making fun of or insulting others.
- No soccer balls, Frisbees, paper airplanes, footballs, or other hard balls. When in doubt, ask the school office if it is permitted.
- Do not damage school property or other student's property.
- No running around the playground equipment or on the blue rubber surface around the equipment.
- Go down the slides and use caution on the bars and rings. Jumps and flips from the bars are not allowed.
- One person per swing, and swing straight up and down (no twisting or jumping off).
- Wait your turn; only one person at a time on the equipment.
- No gum.
- Children must be seated or standing in designated areas when eating or drinking.
- No spitting.
- No tag.
- No loud screaming.

Dress Code

Being a school with the word "Christ" in its title stresses that we stand for principles different from what the world emphasizes. Wearing certain apparel does not determine our level of spirituality, but it does teach the student valuable virtues of modesty, self-discipline, commitment to excellence, and respect and obedience to authority.

General Guidelines

1. Hair must be clean and well-groomed and natural in color and style; no extreme haircuts are allowed.
2. Clothes should be clean, pressed, and without holes. All clothes should be tailored to fit the student—no baggy clothes allowed.
3. No tattoos of any kind are permitted (including rub-on or "Henna" tattoos).
4. **Please label your child's clothing items for easy identification. Use marker or iron on labels.**
5. Jewelry is to be minimal (a watch, one chain, one bracelet, one pair of earrings). Boys are not permitted to wear earrings.
6. No makeup (eye shadow, lipstick) is allowed.
7. Pictures, writing, and slogans that are dishonoring to God are not allowed on clothing, lunch boxes, or other accessories. Examples may include those depicting rock groups, obscenities, double messages, alcohol or tobacco advertisements, and some cartoon characters. Use judgment when selecting such clothing, or avoid cartoon figures altogether. Recommended types include those with Christian slogans, emblems representing the school, or athletic teams.

When in doubt about any dress code regulation, please talk to an administrator. The Administration reserves the right to make the final determination on issues of compliance and create up-dates to the dress code as needed.

Health and Safety Issues

The health and safety of your child is of paramount importance to us at CCCS. We have a number of important policies to be familiar with.

Child Abuse Reporting

In accordance with California law, all school employees are mandated state reporters of child abuse. Under penalty of fine and jail term, staff must report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In cases of suspected child abuse, the school will not contact parents in advance of making a report to legal authorities. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review.

Communicable Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school or be subjected to school office approval for re-admittance: COVID, Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, Lice, and Pink Eye.

Doctor/Dentist Appointments

If it is necessary for a child to leave early for a medical appointment, a written request must be sent to the child's teacher in advance. No child will be released to anyone other than those authorized in writing by the parent. In keeping with COVID-19 protocols, children may come to school after a morning appointment with a doctor's clearance.

Fire Drills – On hold

Fire drills are held on a monthly basis so that students are familiar with their class' route out of the building. Safety and quickness are two goals of conducting these drills. All classes meet on the playground.

Earthquake Drills

Earthquake drills are also conducted on a monthly basis. We teach the students the proper response and positions to take during seismic events no matter where they are on campus.

Emergency/Disaster Preparedness

An Identification and Emergency Information form is included in your registration and is required to be completed annually. If at any time your emergency information changes, (work number, home number, cell number, etc.) notify the school immediately. In the event of a disaster, the school is prepared to keep your child for up to 72 hours. If an emergency or disaster should occur, your child will be released only to those persons whose names are listed on your emergency pick-up list. A student will not be allowed in school without this form.

Injury/Incident Report

Every attempt is made to create a safe campus, to be aware of all accidents, and to immediately report to you any accident of a serious nature. If an accident occurs, we will send home an Injury/Incident Report and, when necessary, make a phone call. Students need to report school accidents immediately to school personnel.

Medical Emergencies/First Aid

At first enrollment, parents are asked to fill in the information on a Consent for Medical Treatment form, which states that "care may be given under whatever conditions are necessary to preserve the life, limb, or well-being of my dependent." If emergency attention is needed, a paramedic unit will be called. (A fire station with a paramedic unit is located one block east of our school). All of our staff is trained in CPR and First Aid. During the time it takes for the paramedics to arrive, first aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Whether the student is seriously ill or suffering a medical emergency, parents will be notified at once.

Medications

At CCCS asthma inhalers or nebulizers and EpiPens are the only medications that will be administered in case of emergency. If a child has asthma or needs an EpiPen a parent or guardian must leave the medication in the school office and sign a Permission to Medicate form, indicating times to administer and proper dosages. All medications must have a doctor label attached. Students are not allowed to self-medicate, do not send medication in backpacks or lunch boxes. **If a student needs to receive medication, a parent or person on the emergency pick up list must come to administer the medication.**

Sickness

It is our desire to provide a healthy and safe environment for all of our students. These health conditions will merit a call home to parents. In order to promote this standard and in accordance with state law any student exhibiting the following symptoms must remain at home.

- Cold like symptoms
- Diarrhea
- Persistent cough
- Vomiting/severe nausea
- Fever (99.9 degrees or above)
- Sore throat, or trouble swallowing
- Pinkeye (tears, itchy, redness of eyelid lining, irritation, crusty, followed by swelling and discharge of pus)
- Difficult or rapid breathing
- Severe itching, scratching of body or scalp
- Infected skin patches (crusty, yellow, dry or gummy areas of skin)
- Unusual spots or rashes
- Headache and stiff neck
- Yellowish skin or eyes
- Unusual behavior (lethargy, crying, general discomfort or loss of appetite)
- Severe nose bleeds
- Migraine headaches

- Verified COVID exposure

***The child must be free of symptoms for 24 hours before returning to school.**

Sun Exposure

Any child who is predisposed to sun burns should be sent to school wearing clothing that adequately protects them, along with a good all-day sun screen. It is the parent's responsibility to apply sun screen and speak with their child about the sun. A portion of each playground is designed to be shaded at all times of the day and children have their own water containers available.

Toileting Accidents

Each student needs to have at least two complete sets of clothing in their cubby at all times in case of toileting accidents. If a child does have an accident, the teacher will help the child change into a new set of clothing and put the soiled clothing into a plastic bag to be taken home. Please change the sets of clothing in the cubby to correspond with the weather. If a child does not have a set of clothing in their cubby the parent will be called and asked to bring a change of clothes.

Sexual Harassment Policy

Culver City Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Any sexual harassment whether it is between employees, employee to student, or student to student is prohibited.

What to do if you experience or observe sexual harassment

Students who feel that they have observed or have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials below. All complaints will be promptly investigated.

Where and to whom to report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Your child's classroom teacher (310) 391-6963 or by email
2. Ms. Jennette Bolden (310) 391-6963 ext. 233 or jbalden@CCCSmail.com

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she immediately informs an administrator who will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken.

In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Student Activities**School Musicals – Suspended during COVID restrictions**

All students participate in two musicals each year (Christmas and Spring). Rehearsals are conducted during school hours; however special practices for those with speaking, singing or choreographed parts may be scheduled.

Parent Involvement at CCCS**Parent Teacher Conferences**

We believe the relationship between the school and home is very important, and, our goal is to keep the lines of communication open. To promote this, parent-teacher conferences will be scheduled during the year. One of those times will be at the end of the first quarter. Thereafter, conferences will be scheduled by faculty, parents, and/or administration on an as needed basis.

Parent Fundraising

Beyond the collecting of tuition, CCCS schedules fundraisers throughout the year in order to tackle large purchases of supplies, equipment or building projects to improve the educational experience. In previous years it was a requirement that each family participate and raise \$400.00. Due to the economic impact of the past year on families, we are encouraging voluntary participation in 2021-2022 fundraisers. It is our hope that families will wish to support CCCS by participating in the virtual fundraisers with a total goal amount to \$200.00. Families who do not wish to or are unable to participate in the fundraisers but would like to support our fundraising efforts, are encouraged to make a tax deductible donation to CCCS.

Parent Volunteering – Suspended during COVID restrictions

We provide opportunities for parents to be involved in many ways. As mandated by Child Care Licensing each volunteer needs to have a current TB test on file in the front office to be around the children. Also, any parent volunteering over 15 hours in one school year will need to be fingerprinted and have documentation on file in the front office.

General and Miscellaneous Information

Birthday and Classroom Parties

You may arrange with your child's teacher to have your child's birthday celebrated in the classroom. As parents are not allowed in the classroom to assist, we ask that you keep it simple so that regular classroom time is not disturbed. Birthday parties can be done during the last thirty minutes of the class day and must be arranged prior to the day of the event. **As mandated by Licensing, all food brought into the classroom must be commercially purchased.** No homemade items are allowed to be consumed by the children on campus as mandated by Licensing.

Students shall have no more than six parties that take regular class time including Thanksgiving party, Christmas party, Valentines party, Easter party and an end-of-the-year parties. Teachers will be asked to confer with parents to assure that details of parties are planned and fit within the schedule and desires of the teacher. All foods, paper goods, etc. are to be supplied by the parents.

Invitations to birthday parties outside school hours should be given directly to your child's teacher. Please understand that these parties and/or activities are not sponsored by CCCS, and therefore, the school will not be held responsible.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year or change phone numbers, please call the front office to update your emergency contact information.

News to Me

Please use the "News to Me" form to communicate in writing changes you wish to make to your child's program or services at CCCS. For instance, give notice of a change of address or notice of withdrawal from CCCS.

Food Services

Lunch

Students must bring a lunch pail or sack lunch from home. Lunch sacks should be marked with the student's name for easy identification. Please allow only appropriate designs or pictures on lunch pails. CCCS staff **cannot microwave food sent by parents.**

To provide parents with a hot lunch ordering option, CCCS has enlisted the services of MMM MMM Catering, a company specializing in providing healthy meals for individual schools. Please contact the School Office for more details about the program. Other food delivery services are not allowed.

Snacks

Morning and afternoon snacks are provided for students. Students are not allowed to share snacks because each parent has their own individual nutritional guidelines for their children and knows their child's food allergies (if any).

Grievance Procedure

Experience has proven that grievances between Christians are best resolved if the principles of Matthew 18:15-17 are used:

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But, if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the Church, treat him as you would a pagan or a tax collector.”

CCCS parents, employees and students will be encouraged to use these principles when disagreements and misunderstandings arise. If, for any reason, any person is offended by another person, he/she should go directly to that person and discuss the issue in private. If this fails to bring resolution, the offended party should then invite one or two objective individuals to discuss the issue with the person whose behavior or attitude is in question. This might include the involvement of the next higher authority but, in all cases, the chain of command should be observed.

In practical terms, this means that a parent would speak directly with the teacher before going to the Director or School Board President; an employee would speak directly with another employee before taking the concerns to a supervisor; a student would discuss a problem with another student before going to the teacher. Speaking directly to the person that has offended you is often difficult to do, but it is a Godly principle that works to maintain positive relationships and preserve the morale of the school.

Parent Conduct Toward Staff

We realize that parents will have concerns or opinions that they feel very strongly about with regards to their children's education, but we remind parents to always express themselves and treat our staff with the respect that they deserve just as we endeavor to do the same.

Legal Liability

Any parent who takes legal action, for any reason, against Culver City Christian School or any employees thereof on behalf of themselves or their child, and the school and its agent(s) are not found at fault, the parent agrees to pay any attorney fees, court fees, damages, or other costs that CCCS or its agent should incur to defend itself against such action.

Lost and Found Items

Though CCCS is not responsible for lost items, the school does maintain a "Lost and Found" in the front office for small items and in the lunchroom for clothing items and lunch pails. Unclaimed and unmarked items are kept for approximately three months and then are sent to Missions. **Please mark all items such as clothing, lunch pails, etc., so that they may be returned when found.**

Nap time

All preschool classes take a nap from 1:00-2:30 p.m. daily. CCCS provides a cot for each child during nap time. Parents need to bring a crib sheet. Students are allowed to bring a thin blanket and/or a pillow from home to use during nap time. **Please be sure their name is on each item, clearly visible, and in permanent marker.** All nap items must be taken home and washed on Fridays, to be brought back on the following Monday.

Kindergarteners rest for half an hour every day. Students may bring a pillow from home that has their name clearly visible in permanent marker. The pillow must be taken home every Friday to be washed.

Permission to Interview Students

Upon the presentation of proper identification to the staff, duly authorized representatives of law enforcement and licensing agencies shall be allowed to interview pupils. Whenever it may be of assistance to, and requested by, the investigating officer, the director or his/her designee may be present at such an interview. Law enforcement officers that are entitled to interview pupils on school premises under the above conditions shall include:

- Police officers
- L.A. County Sheriff officials
- Department of Social Services workers
- and any other official with a court order.

NOTE: The school is not obligated to call the parents of a child who is interviewed by Social Services. The school will provide a responsible staff member to be present if any of the above agencies interviews one of our students.

Permission to Take Pictures of Students

The school or its employees do not need a parent's permission to take pictures of the students for school-related activities or for internal publications such as newsletters or yearbooks. A release form allowing CCCS to use photos for external publication such as flyers, press releases, posting on the CCCS website, etc. will be provided at the time of enrollment and is valid for the student's entire time at CCCS.

School Hours and Late Pick Ups

School/Office Hours 8:00 a.m. to 5:00 p.m.

Unfortunately, due to COVID-19 health and safety guidelines our Office is closed for in-person transactions and all questions, payments, issues, etc. must be handled via phone, online or by email.

The school closes promptly at 6:00 p.m. Any parent who picks up their child after this time will be charged \$30.00 for every 15 minutes or part thereof. For example, between 6:01 and 6:15 is \$30.00 per student, between 6:16 and 6:30 is \$60.00, etc. This policy is not instituted for profit; we are simply interested in having our staff leave the premises in a timely manner. Excessive late-night pickups will not be tolerated.

Student Drop Off and Pick Up Procedures

- Hours of operation will return to 7:00 am to 6:00 pm Monday – Friday with student drop off from 7:00-8:45 am and pick up from 3:30-6:00 pm.
- Drop off and pick up locations are at the playground fence in the school parking lot.
- Students will be met outside by a CCCS employee where the parent will sign in their child(ren). Likewise, afternoon pickups and sign outs will also be made outside.
- Every child will be screened for a temperature and asked about exposure or symptoms before entering CCCS. No children or staff will be allowed onto campus if they exhibit

symptoms (even if they can be explained by other conditions). This is for the protection of all the children and staff. Children are not to be given fever reducing medicines before coming to school.

- Please avoid blocking the neighbor's driveways and do not double park.

Student Information

Soliciting phone numbers or addresses from students by directly asking them or leaving notes/letters in cubbies, lockers, or file folders is illegal and not allowed at CCCS.

Telephone Usage & Messages

Students are not allowed to use school phones or bring cell phones to school. Parents may leave a message for their child through the school office, and it will be communicated to them. If an emergency were to arise with your child, you will be contacted by phone immediately.

Transportation

Parents of CCCS students need to provide transportation for their children to and from school including school events not attended by the entire class. Students may not walk to and from school unattended.

Visitors

To limit the possibility of cross contamination, all school tours are suspended due to COVID restrictions. Likewise, visitations are limited to those on official business. Anyone on campus will undergo a health check screening including temperature check and must wear a mask at all times.

News to Me: Please take action

DATE: _____

FROM: _____

Regarding my child _____

☐ My child will be on **vacation** from _____ to _____

Note: According to the Parent/Student Handbook, "Please note that tuition must be paid in full every month without deductions for holidays, vacations, or absences due to illness or injury."

☐ I will be **withdrawing** my child from CCCS. His/her last day will be _____.

☐ **Other:** _____

Please share with us the reason for this change (optional): _____

For Office Use Only: Please complete date and initial for each step

Front Office received _____ Teacher notified _____

Accountant notified _____

Procure billing and/or tracking adjusted _____

Parent Student Handbook Contract for 2021-2022

I (We), the parent(s) of

_____ in _____ (class)

_____ in _____ (class)

_____ in _____ (class)

Please initial next to each paragraph

_____ We have read and discussed the content of the Culver City Christian School Parent/Student Handbook with our children.

_____ We understand the Culver City Christian School's spiritual emphasis as found in the Mission Statement, Statement of Purpose, Philosophy of Education, and it's Statement of Faith. We give our permission for the school to teach our child from a Biblical worldview and we will encourage the same in our home.

_____ We agree to pay CCCS the monthly tuition in accord with the rates, terms and conditions as stated in the Tuition and Fees section of the handbook (page 9-10).

_____ We understand the policies and regulations stated in the Culver City Christian School Parent/Student Handbook and we further agree to support and cooperate with the Director, School Board, Teaching Personnel, and Other Staff in the enforcement of all of these policies. Failure of parents to do so may bring about the forfeiture of your child's attendance at Culver City Christian School.

_____	_____	_____	_____
Parent Signature	Date	Parent Signature	Date

Please return this completed form by Friday, September 10, 2021.
Students will not be allowed to return to school on Monday, September 13, 2021 without it.