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# **CITY TREE CHRISTIAN SCHOOL PRESCHOOL PARENT HANDBOOK 2021-2022**

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**CITY TREE CHRISTIAN SCHOOL**  
320 Date Street, San Diego, 92101  
619-232-3794



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## **GENERAL INFORMATION**

City Tree Christian School, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and certified by the California Department of Education. CTCS is accredited through the Western Association of Schools and Colleges and a member of the Association of Christian Schools International. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

### **MISSION and PHILOSOPHY**

We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible.

We believe:

- The Bible provides the perfect foundation to teach the whole child: mind, body, and spirit.
- Students should be given opportunities to become eloquent and competent communicators of spoken and written language.
- Students should be taught peaceful means to resolve conflicts and interpersonal problems.
- Teachers should empower students to become independent thinkers and learners.
- Classrooms should be structured in a way that invites students to make choices and manage their own learning.
- Parents are partners in education and should be actively involved in school life.
- Service to others is a fundamental part of life.
- Technological literacy is essential for success in today's world.
- Learning is a lifelong process.

Our teachers manifest, by precept and example, the highest Christian virtue. They "...set an example for the believers in speech, in life, in love, in faith, and in purity" (I Timothy 4:12), both in and out of the classroom, to pupils, parents, and fellow staff members. Our school strives to nurture students of church and unchurched families. The school curriculum introduces students to a completely God-centered orientation of life, to help them develop a thoroughly Christian and biblical worldview.

### **GOALS-DAILY PROGRAM**

The staff at City Tree has the following goals to help your child meet his/her spiritual, cognitive, physical, social, and emotional needs:

1. To help your child feel happy and secure in the first step away from home.
2. To assist your child in becoming independent and self-confident, as well as a competent group member.
3. To teach your child acceptable social behavior and manners
4. To stimulate your child's curiosity and creative powers
5. To inspire in your child a desire to explore his/her environment
6. To produce in your child academic achievement with high moral values
7. To nurture in your child knowledge and love of God

These goals are attained through our daily program, which includes the following:

- Time spent learning about God through stories, prayer and worship as well as how God wants us to treat and accept others.

- Indoor and outdoor play
- Experiences with numbers, mathematical concepts, and pre-reading skills, as well as creative movement, fine and gross motor development, arts, music and drama. Older preschool students are also introduced to technology through use of tablets in the classroom
- Snack, rest and toilet times
- Field trip experiences and neighborhood walks, expanding the classroom into the community
- Music classes for all Preschool students
- Optional/extra fee services as are available such as after school Spanish, Playball, dance, and piano.

### **FIRST PRESBYTERIAN CHURCH**

First Presbyterian Church of San Diego invites you and your family to join with us if you do not already have a church home. Our desire is to help people grow in Christ. The church has many ministries, events, and worship services including excellent activities for kids and youth.

Jerry Andrews – Senior Pastor

Jeff Myers – Associate Pastor

Peggy Gross – Director of Christian Education (Infant through 5th grade)

Micah Howard – Director of Youth Ministry (6th grade through high school)

To see the most up to date information on events, small groups, and worship services at First Presbyterian Church, please view the church's website: [www.fpcsd.org](http://www.fpcsd.org)

### **SCHOOL OFFICE**

#### **Hours**

The school office is open between the hours of 7:30am-4:00pm. You may reach us by telephone (619) 232-3794 or via email at [office@citytree.org](mailto:office@citytree.org). Due to varying schedules, if you wish to speak to the Principal or Preschool Director, it is best to make an appointment in advance. Items that need to be dropped off to the office before or after office hours can either be given to a teacher to bring to the office or placed under the door if no one is available to receive them.

#### **Office Protocol**

Please drop off all medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school premises. If your child is in middle school, medication must still be dropped off in the office by the parent even though students sign themselves in.

Parents and students may enter the office only through the front door. The back office is reserved for use by staff only. Parents needing access to the back office must request permission before going into the back.

If you would like something given to a teacher or placed in a teacher's mailbox, please drop it off at the front desk and we will deliver it to the teacher.

Please keep your voice down and take all personal conversations outside the office.

The staff is happy to make photocopies of anything related to school business. Please do not ask us to make photocopies of a personal nature.

The large photocopiers in the back office are only to be used by parent volunteers and staff who have had training on the use of these machines.

The school office is a very busy place! Please be patient with the staff as we try to help each person who comes in for assistance.

## **SCHOOL DROP OFF AND PICK UP**

### **School Schedule**

Infants to age 24 months are eligible to attend class from 7:45am to 5:15pm. There is no additional hour of care options for the infant program.

Preschool children (ages 2 – 5 years old) enrolled for a regular day should arrive between 8:15 and 8:30am and be picked up by 3:00pm. Before school care is available beginning at 6:45am each morning after care is provided until 6:00pm. Additional before school care options and after school options are available. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out a "Billing Status Change Form" a \$25 change fee is applied.

### **Drop Off Procedures**

Community Care Licensing requires that all infants and preschool children be signed in and out daily by an adult. City Tree uses the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or classroom and complete the sign-in process each morning. This is a legal requirement and is a vital school record; it becomes especially important when accounting for children during a fire or earthquake.

### **Precious Miracles drop off:**

7:45am – 8:15am	Drop off in classroom via 3 <sup>rd</sup> Avenue entrance
8:15am – 8:30am	Drop off in classroom via Date St. Ramp entrance
8:30am – 3:00pm	Drop off in classroom via 3 <sup>rd</sup> Avenue entrance

### **Little Blessings and Loving Lights drop off:**

6:45am – 8:15am	Drop off via 3 <sup>rd</sup> Avenue entrance (all classes to room 201)
8:15am – 8:30am	Date Street for Little Blessings and Loving Lights (drop off with teacher on playground)
8:30am – 3:00pm	Drop off in classroom via 3 <sup>rd</sup> Avenue entrance.

### **Heavenly Angels drop off:**

6:45am – 8:15am	3 <sup>rd</sup> Avenue main gate (walk your child to room 201)
8:15am – 3:00pm	3 <sup>rd</sup> Avenue main gate (walk your child to room 201)

Once signed in, students should then be escorted to the supervised childcare area for their class. Students may not roam the hallways or stairwells without a parental escort. Please make a point of greeting the teacher before leaving.

### **Pick-Up Procedures**

Please check out students via the Brightwheel app at the time of pick up. Preschool students not requiring after school childcare should be picked up as noted below. Students who are not picked up by 3:15pm will stay with their class. However, fees will apply. The fee for any child not pre-signed up for after-school child care is \$1.00 per minute after 3:15pm. Please do your best to pick up your child at 3:15pm.

#### **Precious Miracles pick up:**

3:00pm – 3:15pm      Pick up in classroom via Date St. Ramp entrance  
3:15pm – 5:15pm      Pick up in classroom via 3<sup>rd</sup> Avenue entrance

#### **Little Blessings, Loving Lights,**

3:00pm – 3:15pm      Pick up at Date Street ramp  
3:15pm – 6:00pm      Pick up Classroom/On Campus pick up via 3<sup>rd</sup> Avenue entrance  
(Check bulletin board to the right of the office, just inside the stairwell, for exact location)

#### **Heavenly Angels pick up:**

3:00pm-3:15pm      Pick up at 3<sup>rd</sup> Avenue main gate  
3:15pm – 6:00pm      Pick up Classroom/On Campus pick up via 3<sup>rd</sup> Avenue entrance  
(Check bulletin board to the right of the office, just inside the stairwell, for exact location)

Students may not leave school grounds without being escorted by a parent or authorized adult.

### **PARKING**

From 8:00-8:30am & from 3:00-3:30pm, M-F, people picking up or dropping off students at City Tree can park in any of the 3 parking lots, including the Pay to Park lot, without paying or validating. The parking lot patrol has been directed not to ticket in any of our 3 lots from 8:00-8:30am and from 3:00-3:30pm. It is preferred, that you don't park in the Pay to Park lot if there are available spaces in the other 2 lots.

#### **Parking Validations**

Most parents take about 15 minutes to drop students off or pick them up, no parking validation is needed for that daily activity or anything that takes 15 minutes. But if you are going to be in the building longer than 15 minutes (i.e. assist on campus, attend chapel, go the park with a class, attend a meeting) please come to the office to validate your parking. You will need to enter your license plate information when you validate your parking, so make a point of having that information with you. For large school events like Fall Festival, Grandparents Day, or the Christmas program validation is not required. If you receive a ticket on your car and feel it is unwarranted, don't panic! Stop by the office to discuss it with our office staff.

### **CROSSWALK**

All families are required to use the crosswalk when parking across the street. Please do not cross the street anywhere that does not have a crosswalk. We have utmost concern for your child's safety and wish to prevent any unsafe incidents that may occur as a result of crossing in the middle of the block. It is often difficult to see small children walking between cars that



are parked in front of the school. Please take this opportunity to teach by example, even if you feel this precaution is unnecessary.

### **ANIMALS**

Animals are not allowed in the school building or playgrounds without prior approval of teaching/administrative staff for educational purposes. This includes animals that are restrained or contained and is for the health and safety of our students and staff. Animals should be left at home, in your car with an adult, or far away from the busy school entrance.

### **SECURITY PRECAUTIONS**

The safety of each student at City Tree is of paramount concern. Please help to make our building safe by remembering to “BE RUDE”. Don’t hold the door open for someone that you don’t know. The third floor yellow door is an “exit only” door. Do not allow anyone to enter this door while you exit. As you enter and leave the building please make sure the door closes securely behind you. If your student is in middle school, please remind him/her consistently about this rule.

#### **There are two ways to access the City Tree main doors:**

**Using your code:** On the black box located to the right of each set of double doors, press “start”, lower left corner button, enter your six-digit code, and then press end, lower right corner button. Pull the door open after you hear a click. Please remember the digital numbers will always scramble themselves on the grid and you have only a limited amount of time to enter your code. If your code will not work, use the buzzer and notify the office so we can solve the problem. NOTE: Your code only works during the hours that you are contracted. If your code does not work, please check the time to be sure that you are not trying to enter the building before your contracted drop off time.

#### **Using the buzzer:**

Briefly press the lit button located to the left of the double door. Wait for someone from the office to buzz you in or to speak to you. When speaking, identify yourself loudly and clearly. Do not hold the buzzer while speaking. Please instruct your child not to press the buzzer randomly. Please do not use the buzzer outside the main office door if your code is working.

If you have forgotten your code, please come see us in the school office.

### **EMERGENCY INFORMATION**

#### **Emergency Documentation**

Emergency medical forms including physician, contact, and insurance information, are required for all students in order to attend City Tree. It is the parent’s responsibility to update emergency information in our Student Information System on the FACTS Family Portal. Parents can login to FACTS Family Portal via [factsmgt.com](http://factsmgt.com) and update the information at their convenience. If you need assistance, cannot remember your username, or need your password reset, please contact the school office.

#### **Emergencies**

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent(s) will be called immediately. If the parent(s) cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact emergency contacts listed on student data form listed in FACTS.

- Attempt to contact the student's physician.
- Have the student transported to the most appropriate emergency medical center.

**FIRE, EARTHWAKE AND LOCK DOWN PROCEDURES**

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3rd Ave. and Elm St. Each classroom is equipped with an earthquake/emergency backpack. Evacuation exit routes are posted in each room. Parents are urged to have a plan in place to be able to pick up students as soon as it is safe to do so, if there is an emergency. Being prepared with a plan in place is important.

## ADMISSIONS and FINANCIAL INFORMATION



# CITY TREE CHRISTIAN SCHOOL

## STEPS FOR ADMISSIONS

### Step 1:

#### Tour the school

Contact the school office to schedule an appointment for a tour:

- Call (619) 232-3794
- E-mail [info@citytree.org](mailto:info@citytree.org)
- OR Complete the inquiry form online, and we will contact you.

### Step 2:

**Complete online application** on our website under the Admission tab and follow the steps below:

- Submit completed application and application fee of \$25 online (all)
- Submit the following information by uploading online or bringing directly to the school:
  - **Current/Previous Report Cards:** 2 previous years for students entering 2<sup>nd</sup> through 8<sup>th</sup> grade & 1 previous year for students entering 1<sup>st</sup> grade.
  - **Standardized Test Scores:** 2 previous years for students entering grade 1-8, if tests were administered
  - **Diagnostic or Psychological Evaluation Results:** IEP, 504 plan, or other if applicable
  - **Middle School Student Response Form:** All 6th-8<sup>th</sup> grade students new to City Tree

### Step 3:

#### K-8 Assessment or Preschool Visit

Upon City Tree's receipt of online application, we will contact you to arrange one of the following:

- **Preschool families:** A teacher or classroom visit will be scheduled.
- **K-5 students:** Entrance assessment test and family appointment will be scheduled. A non-refundable fee of \$60 due at the time of testing.
- **6th-8th grade students:** Entrance assessment test, family appointment, and student interview will be scheduled. A non-refundable fee of \$60 is due at the time of testing.

### Step 4:

**Complete Online Enrollment:** Upon receiving admission notification, parents complete online enrollment via FACTS Family Portal. Directions will be emailed to parents. In addition to the online enrollment forms, the following must also be submitted either via email or as hard copies to the office:

- Copy of birth certificate
- Copy of immunization record with all immunizations up to date
- Infants/preschool licensing paperwork (Physicians Report, Child's Preadmission Health History, Lead Test or Lead Test Waiver)

The registration payment will be auto debited from the account sent up in Tuition Management during enrollment.

First priority in enrollment will be given to returning students and their siblings in good standing with CTCS. Vacancies will then be offered to those who have completed an application according to the date the application was received by the City Tree office and the student's fit with the overall mission of the school. Creating demographically balanced classrooms is also taken into consideration when accepting students to the school and assigning them to a classroom.

Although our student body exhibits a range of talents and academic abilities, City Tree Christian School does not have special educational programs for children with learning, emotional, behavioral, or physical challenges. Students should be generally at grade level or above with no behavior or social problems.

### **PREPARATION FOR SCHOOL**

Entering school is a big step for both the child and parent(s). Children may react in different ways. If your child cries or clings, do not be upset but be calm and reassuring. Sit with your child until he/she is more confident or interested in the other children or activities. When children do cry, they rarely continue after the parent leaves.

When the first excitement wears off some children experience a delayed reaction to the separation, and there may be some temporary tears, fussiness, or hesitancy. The simple statement, "This is the day you go to school; you'll stay home Saturday" is usually more effective than pleading or arguing. At the same time you can be observant to see if there is a reason your child is reluctant to stay -- is your child tired, too rushed, coming down with a cold, jealous of a sibling, afraid of missing something at home, or upset about a school friend or situation. Please feel free to talk to the teachers about your concerns.

Talk about school. Help your child know that going to school is a wonderful part of growing up. Be confident that this is a good place for your child to be, as your child will take his/her cues from you. Do not talk about what you are going to do while your child is at school -- your child might want to do it with you or might feel you are anxious to get rid of him/her. Be glad to see him/her after school and enjoy any happenings, lessons, songs, etc. that he/she may share with you. Don't believe everything you hear about what goes on at school (and we promise not to believe everything your child says goes on at home!). If you do wonder about some statements, ask the teachers and they can usually clarify or interpret the situation.

On school days make sure your child gets up early enough to get dressed and eat breakfast without being rushed, stressed or strained. A relaxed child will have a better day at school, and your day will be better, too

### **STARTING KINDERGARTEN**

Students entering City Tree Christian School's kindergarten program must be 5 years old on or before September 1 of that school year.

Children progress, mature, and develop differently. Sometimes it is in the best interest of the child, even though they may meet age requirements, to delay a year in starting kindergarten. During the Pre-K year (for CTCS Preschool students), parents and teachers will be in regular communication about a child's readiness. Checklists and assessments are available should further information be needed to make a decision about a child's readiness for kindergarten. The teachers and administration will determine if a child exhibits readiness. City Tree offers a challenging preschool program for our students who have not yet been admitted to kindergarten.

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## **CONTINUOUS ENROLLMENT POLICY**

City Tree Christian School maintains a Continuous Enrollment (CE) policy in which enrollment for each student will be continuous through completion of 8th Grade, or until the CTCS withdrawal process is completed.

Each January, CTCS publishes the following school year's tuition and the annual registration fee amount. By signing this Continuous Enrollment Agreement, families agree to pay the annual tuition rate and the registration fee each year until completion of 8th grade or the appropriate withdrawal form is completed. Tuition and registration are subject to change annually.

### **General Terms:**

Parent/Legal Guardian agrees to comply with the policies and procedures as outlined in the Parent Handbook, Online Enrollment Process, and Back-to-School Parent Folder including, but not limited to: the tuition Payment Policy, Consent for Use of Photos, Parent Responsibility Agreement, Special Events Permission and Tuition Payment Agreement. Registration Fee: Parent/Legal Guardian agrees to pay the registration fee in full to CTCS annually. This fee will not be refunded except in specific circumstances specified in Continuous Enrollment Policies.

**Financial:** Parent/ Legal Guardian agrees to abide by the terms of the signed Tuition Payment Agreement included in the online enrollment paperwork.

**Withdrawal Period:** Parent/Legal Guardian understands that they have until March 10 each year to notify CTCS's administration via the Withdrawal Form of any changes in plans of continuous enrollment for their child without paying the registration fee. Withdrawal forms are available in the school office. The final date of the withdrawal period will be adjusted slightly from year to year to account for holidays and weekends.

### **Withdrawal Process**

**On or before March 10 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.

**Between March 11 and July 31 (for the upcoming school year):** Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**On or after August 1st:** CTCS requires at least a 4 week written notice be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 withdrawal fee will be added to the amount due. Withdrawal fee is subject to change. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

**Additional Hours of Care:** Available for the hourly rate found on the tuition rate sheet if care is arranged by calling the school office by 1:00pm for after-school care, or by 3:00pm the day prior to when care is needed for before-school care. Hourly rate is subject to change.

After-hours Overtime charges: Children are to be picked up on time. After-hours overtime charges will be assessed per minute as outlined in the tuition rate sheet for each minute past the contracted dismissal time. After-hours overtime charges will be assessed for each minute past the student's contracted dismissal time. The school closes at 6:00pm. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

Liability: The Parent/Legal Guardian agrees to release and hold harmless First Presbyterian Church of San Diego, City Tree Christian School, their agents, employees, consultants, and independent contractors from all claims, damages, or other liabilities for injuries to their student which are not the result of gross negligence by the school, its agents, or employees. The Parent/Legal Guardian agrees to reimburse City Tree Christian School for damages caused by their student.

**Suspension/Dismissal:** CTCS reserves the right to suspend or dismiss the student at any time for reasons determined by CTCS Administration.

Parent/Legal Guardian Obligations: Parent/Legal Guardian agrees to read the CTCS Parent Handbook, Online Enrollment Documents and Back-to-School Parent Folder and to comply with the policies and procedures outlined therein.

**Applicable Law:** This agreement shall be deemed to have been entered into in the State of California and its validity, effect, and operation shall be determined according to California law.

## **TUITION AND BILLING POLICY**

### **General Terms**

Tuition for enrollment and attendance at City Tree Christian School (CTCS) and, if desired, extended childcare, is charged as an annual fee. Full tuition and any extended care may both be paid in advance for parent convenience. Payment of tuition and any extended care may also be divided in equal payments:

**Infant & Preschool students:** 12 equal payments, payable August through July

**K-8th Grade students:** 10 equal payments, payable August through May

The opportunity to make installment payments of tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay tuition in installments, the parent/guardian is obligated to pay the full annual tuition sum.

Accounts must be kept current to maintain priority registration status for the following school year.

All fee amounts (tuition, after school, NSF, late fees, etc.) are subject to change annually.

FACTS Tuition Management is an online tuition and billing management tool that integrates with our student information system. City Tree Families will set up their preferred payment method in FACTS upon enrollment at City Tree. Payment history and tax information available for payer to review or print for tax purposes.

### **Payment Method Options**

ACH (automatic withdrawals) set up from a checking or savings account.

Credit card or debit card. A 2.85% fee will be assessed from FACTS Tuition Management.

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**Tuition Payment Plan Options**

Monthly Payments: August – May (K-8)

Monthly Payments: August – July (Infant and Preschool)

Annual Payment: August (Infant, Preschool and K-8)

**Tuition Payment Due Date**

Parents can choose a payment date of either the 1st or the 10th when setting up their tuition payment plan in FACTS Tuition Management.

Tuition payments are made through FACTS Tuition Management. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

**Incidental Billing**

Various fees for items such as lunch, some field trip costs, additional hours of care, band, choir, basketball, volleyball, etc. will be assessed to an incidental bill which will be due monthly. FACTS Tuition Management will send bill summaries and payment notifications regularly. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

**FACTS Tuition Management Yearly Fees**

Monthly payment plan: \$50 per family

Annual payment plan: \$20 per family

**Late Payments and Penalties**

A \$30.00 late charge will be assessed for each late payment.

If payment is not received 15 days after the due date, City Tree Christian School reserves the right to suspend the student.

If the student is suspended for nonpayment of Tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable). Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.

**Occasional Extra Hours of Care**

Occasional extra hours of care (past your contracted pick-up time) may be purchased at the rate of \$8.00/hour on a space available basis. This care must be arranged in advance by calling the school office or by stopping by the school office and signing up on the extra-care clipboard, no later than 1:00pm on the day needed. Charges for occasional hours of care will be added to the student's incidental bill.

**After-hours Overtime Charges**

Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30 pm, the San Diego Police Department may be called to pick up the student. Students habitually picked up late, may be excluded from the after school care program. In consideration to our staff members please do not leave your child after our 6:00PM closing time.

## **Adjustments and Refunds**

Financial adjustments will not be made for illness, scheduled holidays or family vacations. Tuition payments are non-refundable, even though the student may be absent from school. The Registration Fee is non-refundable and is not applied toward tuition. Partial refunds may be given for middle school trip costs not yet incurred if the student is unable to attend one or more scheduled trips. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration

## **Withdrawal Process**

**Before March 10 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.

**Between March 11 and July 31 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their student(s) for the following school year must complete the Withdrawal Form. Withdrawal forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

On or after August 1st: CTCS requires at least 4 week written notice be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 early withdrawal fee will be added to the amount due. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

## **RECEIPT FOR PAYMENT**

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. This information can be found and printed from FACTS Tuition Management.

### **To pull your statement:**

1. Go to <https://factsmgt.com/>
2. Click on the arrow next to Parent Login
3. Select FACTS Family Portal
4. Enter our district code: CT-CA, your username and password and click "Login"
5. Click on "Financial" and "Financial Home"
6. Click "View Details"
7. Click "View Payment Summary" and then click on the printer icon on the top right to either print or save as a pdf.

If you need help logging in, cannot remember your username or would like your password reset, please contact the school office at 619-232-3794.

## **PAYMENT DROP BOXES**

Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mail boxes located on the wall to the left as you are facing the school office.

Some fees for school, student council, or PTO events may be collected in the payment mail boxes in the 2nd floor hallway outside the school office.



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**OCCASIONAL HOURS OF CARE & AFTER HOURS CHARGES**

Occasional hours of care (hours outside of your contracted time) may be purchased at the rate of \$8.00/hour for each student on a space available basis. No partial hours are available. This care must be arranged in advance by calling the school office or by stopping by the school office and signing up on the occasional hours of care clipboard. Please sign up no later than 1:00pm on the day afternoon care is needed and the day before morning care is needed. Occasional hours of care charges will be added to the students' incidental bill and payment processed through Tuition Management.

Parents who pick-up their students after their contracted pick-up time (3:00pm, 3:15pm, 5:15pm, 6:00pm) will be assessed after-hours charges at the rate of \$1.00 for each minute past the student's contracted dismissal time. After hours charges will be added to the students' incidental bill and payment processed through Tuition Management

Students habitually picked up late, may be excluded from the after school care program. In consideration of our staff members please do not leave your child after our 6:00pm closing time.

## CALENDARS & SPECIAL PROGRAMS:

### **2021-2022 VACATIONS AND HOLIDAY SCHEDULE**

Monday, September 6 .....	Labor Day
Thursday, November 11 .....	Veterans' Day Observance
Monday, November 22 – Friday, November 26 .....	Thanksgiving Vacation
Monday, December 20 – Friday, December 31 .....	Christmas Vacation
<i>We will close at 6:00 pm on <u>Friday, December 17, 2021</u> and reopen on <u>Monday, January 3, 2022</u></i>	
Monday, January 17 .....	Martin Luther King, Jr. Day
Thurs., February 17- Fri., February 18 ...	Staff Development Days, No Infants, Preschool, K-8 Students
Monday, February 21 .....	Presidents' Day Observance
Monday, April 11 – Friday, April 15 (Easter is April 17) .....	Easter Break
Monday, April 18 .....	Staff Development Day- No infants, Preschool, K-8 Students
Monday, May 30 .....	Memorial Day
Tuesday, June 14, 11:00 a.m. Dismissal .....	Last Day of K-8 Academic Program
Wednesday, June 15 – Friday, June 17 .....	No Students, Teacher Preparation Days
Monday, July 4 .....	Independence Day
Monday, August 22- Friday, August 26 .....	Teacher Preparation Week - No School

#### **IMPORTANT SCHOOL DATES**

Monday, August 30, 2021	First Semester/First Quarter Begins
Monday, November 1, 2021	Second Quarter Begins
Monday, January 31, 2022	Second Semester/Third Quarter Begins
Tuesday, April 19, 2022	Fourth Quarter Begins
Tuesday, June 14, 2022	Last Day of Academic Year (K-8th)
Monday, June 20, 2022	Preschool Continues/Summer Camps Begin
Friday, August 19, 2022	Last Day of Preschool & Summer Camps
Monday, August 29, 2022	First Day of 2022-2023 Academic Year

*Preschool is a year-round program, beginning August 30, 2021 and ending August 19, 2022.*

*K-8 grade is a traditional calendar beginning August 30, 2021 and ending June 14, 2022*

## **2021-2022 CITY TREE CHRISTIAN SCHOOL SPECIAL EVENTS CALENDER**

<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>	<b>ROOM</b>
Fri. 8/27/21	<b>Back to School Morning (<i>All School</i>)</b>	7:45AM-9:45AM	Classrooms, Courtyard, & Dining Room
Sun. 08/29/21	<b>First Sunday of the School Year</b>	9:00AM-10:45AM	Sanctuary & Courtyard
Tues. 09/14/21	<b>Back to School Night (<i>All School</i>)</b>	4:30PM-7:15PM	Classrooms
Fri. 9/24/21	<b>Grandparents' Day (<i>Preschool</i>)</b>	3:00PM-4:00PM	Classrooms
Fri. 10/22/21	<b>Fall Festival (<i>All School</i>)</b>	4:00PM-7:00PM	Patio & Dining Room
Fri. 11/19/21	<b>Thanksgiving Feast (<i>Preschool</i>)</b>	11:00AM-12:00PM	Dining Room
Fri. 12/3/21	<b>Coronado Christmas Parade <i>City Tree Falcons Band</i></b>	5:00PM-9:00PM	Coronado, Orange Ave. <i>Pending approval</i>
Tues. 12/14/21	<b>Preschool Christmas &amp; Art Show</b>	4:00PM-6:00PM	Sanctuary & Assembly Room
Thurs. 12/16/21	<b>K-8 Christmas Program &amp; Art Show</b>	4:00PM-6:00PM	Sanctuary & Assembly Room
Thurs. 1/13/22	<b>Science Fair (<i>All School</i>)</b>	3:30PM-5:15PM	Dining Room
Thurs. 2/3/22	<b>Black History Month K-8 Assembly</b>	1:20PM-2:00PM	Sanctuary
Sat. 3/5/22	<b>PTO Gala Dinner &amp; Auction (<i>All Adults</i>)</b>	5:30PM-10:30PM	Liberty Station <i>Pending</i>
4/4 – 4/8/22	<b>Week of the Young Child (<i>Preschool</i>)</b>	Daily	Classrooms, Playground
Thurs. 4/7/22	<b>Multicultural Fair (<i>All School</i>)</b>	3:15PM-5:30PM	Classrooms, West Room & Courtyard
Fri. 5/6/22	<b>Mother's Day Tea (<i>Preschool</i>)</b>	3:00PM-4:00PM	Dining Room or Courtyard
Tues. 5/17/22	<b>Spring Music Program &amp; Art Show (<i>Grades K-8</i>)</b>	5:00PM-7:00PM	Sanctuary, Assembly Room, & Courtyard
Fri. 6/3/22	<b>Father/Child Ice Cream Social (<i>Preschool</i>)</b>	3:00PM-4:00PM	Dining Room or Courtyard
Mon. 6/13/22	<b>Preschool Promotion (<i>Students entering kindergarten in fall</i>)</b>	3:00PM-4:00PM	Sanctuary or Chapel
Tues. 6/14/22	<b>Awards Assembly (<i>Grades 1-8</i>) <i>K-8 Classes dismissed at 11:00am</i></b>	10:00AM-11:00AM	Sanctuary
Tues. 6/14/22	<b>8<sup>th</sup> Grade Graduation</b>	12:00PM-1:00PM	Sanctuary

## 2021-2022 PARENT TEACHER ORGANIZATION SPONSORED PROGRAMS/ACTIVITIES

Event	Date
<b>PTO Forum 2021-2022</b>	
First Meeting of the year is Thursday, September 9, Geneva Room or online via Zoom, 5:15-6:00pm. Future meetings will be posted in the email update.	
<b>Fall Festival</b>	<b>October 22</b>
A fun family event for all! Enjoy lots of food, games, and get a preview of the Scholastic Book Fair, all while raising funds for enhancing school programs. Many volunteers are needed for this event. Please contact Autumn Steppe ( <a href="mailto:steppefamily1@gmail.com">steppefamily1@gmail.com</a> ) or Guadalupe Schott ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ) if you would like to coordinate this event.	
<b>Book Fair</b>	<b>October 25- 29</b>
PTO promotes literacy by sponsoring a Book Fair. Books for all ages are available for purchase in the Geneva Room after school each day. Our school also benefits by gaining additional books for classrooms and library. To be held after school each day from 3:30 – 6:00pm. Contact Bill and Karen Baker ( <a href="mailto:karenkbaker@outlook.com">karenkbaker@outlook.com</a> ).	
<b>Ladle Christmas Gifts</b>	<b>December 6-10</b>
Children learn the gift of giving by collecting and/or purchasing toiletries and other small items to give to homeless people who attend the church's Ladle Ministry. Look for more details in late-November. If you would like to assist with Card Making Activities on December 9 contact Jennifer McCain ( <a href="mailto:jenanddougmc Cain@aol.com">jenanddougmc Cain@aol.com</a> ).	
<b>Christmas Shop</b>	<b>December 6-8</b>
PTO sponsors a special Christmas shop for children to purchase inexpensive gifts for their family members. Children attend the shop during the school day with their class. The shop is also open at times parents can take their children. Please contact Autumn Steppe ( <a href="mailto:steppefamily1@gmail.com">steppefamily1@gmail.com</a> ) or Guadalupe Schott ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ) if you would like to coordinate this event.	
<b>Classroom Gift Tree</b>	<b>December 1-16</b>
Look for a paper tree outside your child's classroom laden with paper ornaments listing gift ideas. These are special items that you may want to purchase as a gift for your child's classroom. Bring the wrapped gift to class during the week of December 13. Please contact Autumn Steppe ( <a href="mailto:steppefamily1@gmail.com">steppefamily1@gmail.com</a> ) or Guadalupe Schott ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ) if you would like to coordinate this event.	
<b>Teacher Appreciation Luncheon</b>	<b>January 21, 2022</b>
The PTO organizes a lunch for the City Tree Staff to show our appreciation for all their hard work throughout the year. For volunteer opportunities, please contact Autumn Steppe ( <a href="mailto:steppefamily1@gmail.com">steppefamily1@gmail.com</a> ) or Guadalupe Schott ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ) if you would like to coordinate this event.	
<b>African American History Month Assembly</b>	<b>February 3, 2022</b>
The PTO plans and organizes this special event in honor of African American History month that celebrates the history, culture, and literature of African Americans. Contact Casenae Owens to help ( <a href="mailto:ladyofvirture16@gmail.com">ladyofvirture16@gmail.com</a> ).	
<b>Gala Event</b>	<b>March 5, 2022 Liberty Station (Location Pending)</b>
The PTO's largest fundraising event! A night out without the kids, you can take part in an evening of dining and dancing, with many opportunities to participate in the auctions and raffle for fantastic prizes. We are still in need of a parent coordinator for this event. Please contact Autumn Steppe ( <a href="mailto:steppefamily1@gmail.com">steppefamily1@gmail.com</a> ) or Guadalupe Schott ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ) if you would like to coordinate this event.	
<b>Yearbook</b>	<b>Year round</b>
Parent volunteers are needed to help on the Yearbook committee. Throughout the year as you attend field trips, classroom activities, and other events at City Tree take photographs and then give copies to the yearbook committee. Don't forget to purchase a yearbook! We are still in need of a parent coordinator for this event. Contact Guadalupe Schott to help ( <a href="mailto:schottfamily.email@gmail.com">schottfamily.email@gmail.com</a> ).	
<b>Birthday Book Club</b>	<b>Year round</b>
Donate a book to the City Tree library in honor of your child's birthday. Bring the book wrapped as a gift to your child's classroom. After your child's teacher shares the book with his/her class it will be donated to the school library with a special bookplate acknowledging your child's special day. Contact Wassila Almeida ( <a href="mailto:wassila.california@gmail.com">wassila.california@gmail.com</a> ) for more details.	

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## **WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS**

### **Scrip Gift Card Orders**

Ordering gift cards through City Tree is a great way to support our school and earn a rebate on your child's tuition. Use these cards, from all of your favorite retailers, to make regular purchases (gas, groceries, coffee, gifts, etc.) and our school gets a percentage from every card. Purchase gift cards in the school office or order online at [www.shopwithscrip.com](http://www.shopwithscrip.com) and enter our school code 8ACE8B2D32415 OR use a printed order form (online or at school) and turn into the office. Contact [Jessica.untalan@citytree.org](mailto:Jessica.untalan@citytree.org) or [kellytompkins.citytree.org](mailto:kellytompkins.citytree.org) with questions.

### **Ralph's Community Rewards Card**

City Tree earns a percentage each time you shop at Ralphs.

To sign up:

1. Go to [www.ralphs.com](http://www.ralphs.com)
2. Find "Community" at the bottom of the page
3. Scroll down and click on "Community Contributors"
4. Scroll down to "Enroll"

Follow the remaining easy steps to enroll. Once you register you need to click on "Community Rewards" and identify City Tree Christian School as the organization

### **Amazon Smile**

If you shop on Amazon, please go through Amazon Smile at [www.smile.amazon.com](http://www.smile.amazon.com) and identify First Presbyterian Church of San Diego as your charity. City Tree Christian School will receive all the donations! Once you are registered, every time you need something from Amazon, purchase through [smile.amazon.com](http://smile.amazon.com) and City Tree will earn a percentage. The school earns money on every purchase, but it costs you nothing!

### **Box Tops for Education**

Box Tops are no longer accepted in clipped form. Download the Box Top for Education app onto your mobile device. Then tap the scan button and snap a photo of your receipt within 14 days of purchase.

### **United Way**

Designate City Tree (#9820) when making contributions through your employer

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## **CODE OF CONDUCT**

### **EXPECTED FAMILY SUPPORT**

Families of CTCS share values and standards which define and impose proper behavior required of all students. We expect families to model those same behaviors in their interactions with all staff and students of CTCS at all times. This includes but is not limited to foul or abusive language, aggressive or intimidating behaviors, and failure to handle concerns through the appropriate channels.

Families are also expected to support and uphold the discipline policy of the school as outlined in this section of the handbook. Staff will strive to be fair, firm, and consistent when administering discipline and diligent about thoroughly communicating both positive and negative student situations to parents. Discipline outcomes are ultimately the responsibility of the administrative staff. Parents and students alike are required to comply with all discipline procedures and consequences passed on by school staff.

If any family member fails to support the school, its students, and its discipline policy, his/her student may be disenrolled from the school at the discretion of administration. It is our desire to create a safe and supportive environment for all students and staff, and we appreciate your cooperation in these matters. Students benefit greatly when staff and families work together in matters of discipline.

### **DISCIPLINE POLICY**

Infants and preschoolers are learning about their environment, listening, following directions, and how to treat others. They begin to take some responsibility for themselves as well as toys and materials. Teachers give guidance, structure, love, and correction. This discipline is most often provided through gentle words of redirection, a short discussion that helps a child to understand, or removing a child from an activity until he/she can regain control and begin to move forward in a positive direction. We also involve children in problem solving. Corporal punishment of any type is strictly prohibited. Confinement to cribs, high chairs, playpens or other similar furniture or equipment shall not be permitted as a form of discipline.

If a child is consistently a physical danger to other children or teachers (biting, hitting, pinching, throwing toys and/or furniture), the following will occur:

1. We will notify the parent(s) that a problem exists and ask for input.
2. If the behavior continues, depending on the behavior, parents will be called for a conference or to pick-up the child.
3. Parents may be asked to seek outside help by a pre-determined date and the results shared and evaluated with the teacher and directors.
4. The school and parent will establish a program for dealing with the behavior, based upon the above results.
5. A re-evaluation of the program will take place within one month. If the school feels that progress is not being made to help the child, the child will be asked to leave the school.
6. If the pre-determined date passes with no progress made toward seeking outside help, the child will be asked to leave the school.

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## **ABSENCE POLICY**

Please call to report the first day of a child's absence. Report contagious diseases immediately so that we can inform other families. Make a point of notifying your child's teacher when he/she will be away from school for a family trip or special event.

## **ILLNESS POLICY**

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend school while symptoms persist.

CTCS provides an isolated resting place in the office for students who become ill during the school day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called.

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever of 100 degrees F or higher within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical well-being.
7. Flushed face, listlessness, headache, lack of appetite
8. Any behavior signs that are out of the ordinary for your child
9. COVID-like symptoms

<p><b>Children sent home with a fever, vomiting, or diarrhea <u>will not</u> be allowed to return to school the next day. If you send your child to school the day after they were sent home for any of the above listed symptoms, you will be called to return to school and take your child home.</b></p>
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Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and Prevention are followed, and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the lookout for symptoms and get their child prompt medical attention.

Middle school students may not opt to stay in the office in lieu of Physical Education without a doctor's note. Parents are encouraged to check with their children on physical education days to ensure that he/she is well enough to participate. Students returning to school after an illness must be well enough to actively participate in the normal routine. K-8 students are required to submit a note from parents in order to be excused from Physical Education. Any condition that extends more than 1 week requires a doctor's note.

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## **INCIDENTAL MEDICAL SERVICES POLICY**

City Tree Christian School (CTCS) bears the responsibility of some incidental medical services provided for students in our care such as the handling of prescription and non-prescription medications and providing other care as outlined in the section below. We reserve the right to accommodate and provide this care on a case by case basis depending on the availability of staff, resources and nature of medical service. Teachers and staff will call parents and/or 911 whenever an incident is a life-threatening emergency or requires immediate medical attention.

In the event that a student should need any of these specific health-related services provided by CTCS staff during school hours, the following guidelines must be followed as specified here.

### **Types of Services Provided**

#### **1. Prescription Medications**

While students are not permitted to attend classes with any contagious condition, there may be instances where it is acceptable to have prescription medication on campus for a specific child. This can include allergy medication, antibiotics, breathing treatments and EpiPens. Because every child and their needs are different, we will consider every medication administration on a case by case basis to ensure that staffing ratios and the daily routine of the classroom will not be affected.

#### **Inhaled Medications**

Breathing treatments, nebulizers, inhalers or any other form of inhaled medications require a Medicine Authorization form to be signed and turned into the office along with the medication. This form requires signature of student's parent with written instructions including dose, medication, expiration date and side effects, and must include original prescription label. Additionally, a LIC 9166 form (Nebulizer Care Consent/Verification) must list any authorized representative who may administer inhaled medications. All forms must be stored in the secure cabinet in the main office with medication. Lastly, a Medical Notification form will be sent home anytime any inhaled medication is administered, even if it is a preventative measure.

#### **EpiPen and EpiPen Jr.**

For students with known allergies, an EpiPen may be kept on campus in a secure medical cabinet in case of exposure/reaction. An up-to-date allergy list will be posted in each classroom and will denote any students with allergies that may require the use of an EpiPen. In the event of an allergic reaction, teacher or administrator may administer EpiPen to student providing that there is a Medicine Authorization form giving written instructions and authorization. 911 and parents will be called immediately following the use of an EpiPen.

Community Care Licensing will be notified within 24 hours of the use of an epi-pen by calling the CCLD Duty Officer at 619-767-2248 to report the incident and an Unusual Incident Report will be filed with the CCLD Division within seven days of the incident. A Medical Notification form will be sent home any time precautions are taken in regards to an allergen exposure, including but not limited to, the use of an EpiPen.

#### **2. Records, Storage and Transportation Requirements**

Each student requiring the availability of specific prescription by the recommendation of the child's physician or OTC medications, must have a Medicine Authorization Form completed by their parent/guardian. This form provides the name of the medication, method of administration, dosage and approximate time of day for administration,



expiration date and side effects. This form also serves as written authorization from the parent/guardian. Medication should not be placed in students cubby, backpack or on his person, but **MUST** be turned into the office with a completed Medicine Authorization form. The office attendant will place the form and medication in a labeled student file in the secure medication cabinet in the main office. Student medication will not be taken off campus except by the student's parent/guardian or in the event of a school emergency, emergency drill, or field trip that would require the child be off campus for a school related function. In the event of a school emergency or emergency drill, medication and Medicine Authorization Forms are added to the emergency backpack that is taken off campus by office personnel who meet at the designated emergency location with students. In the event of a field trip, the teacher will get medication and the Medication Authorization Form from the office to transport in the teacher's bag during the off campus school function. All medication will be checked back into the office following any off campus function and be stored in the secure medication cabinet in the main office. Each form expires when the medication expires or the academic school year ends, whichever comes first. Therefore, at minimum, all medication forms will be updated annually. Medicine authorization forms and LIC 9166 Nebulizer Care Consent/Verification forms will be maintained in the students cum file and a copy will be stored with the medication in the secure medication cabinet in the main office.

### **3. Staff Training**

All CTCS school staff are required to maintain a current CPR and First Aid certification at all times. In every basic First Aid class, all staff members learn how to administer both an inhaler and an EpiPen/EpiPen Jr. Only named persons including the Director, the Office Manager, the Office Assistant, or the student's Lead Teacher, with permission or access to the medication cabinet in the main office will be able to administer inhaled medication to a student. Additionally, for all medication, parents will instruct the director, teacher, or other office personnel on how to specifically administer medications in accordance with the prescribed manner that is authorized by the parent on the Medicine Authorization form. The informed staff member may provide instructions by demonstration in accordance with what is specifically written out by the authorizing parent/guardian on the Medicine Authorization form. This will ensure that staff members have been instructed verbally and in writing on how to administer these basic medications should the student ever need these medications while on campus.

Training of staff on administering medication will happen annually at the start of the school year during "back-to-school" prep week and with each addition of a new medication for enrolled students, or at the time a new student is enrolled and in need of incidental medical services.

Training documentation will be maintained in employee files and will include copies of CPR and First Aid certification and a signed document stating that the employee has read, understands, and will adhere to the policies and procedures in the Personnel Manual, including the revised plan of operation for incidental medical services. Additional training documentation will be maintained in the director's files and will include signed attendance records for annual training on administering medication and related trainings conducted during the year.

City Tree ensures that a trained staff member will be on site when a child with a medical need, as outlined by this policy, is in attendance.

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## **MEDICATION ADMINISTRATION POLICY**

1. For safety reasons NEVER leave medicine in a lunch box, cubby, or backpack. Another student could get a hold of the medicine.
2. All medicine must be in the original container not in a baggy, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose.
5. The medicine must not be expired.
6. When no longer needed, medicine should be picked up in the office by the parent. Medicine left over a week past the last date of administration will be automatically discarded.

### **How to leave medicine to be given during school:**

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office.
2. Bring medication to the office. Do not leave in a backpack or on teacher's desk. Please inform your child's teacher (preschool- 5th grade) about the medication.
3. Medication will be administered by an assigned staff member once per day only at the lunch hour.

IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION OR OINTMENTS WITHOUT EXPRESS WRITTEN PERMISSION FROM THE PARENT.

## **LIBRARY POLICY**

The library is a place that encourages the love of reading. Students at City Tree visit the school library once a week with their teacher. Books will be checked out during class time and will be sent home or remain in the class according to each classroom's procedures. The City Tree library catalog is available for review through the school website ([citytree.org](http://citytree.org)). Please review with your child the following rules regarding the use of library books:

- Handle books gently and carefully.
- Use books only with clean hands.
- Keep books away from food and drinks.
- Make sure to leave all barcode and spine label stickers on books.
- Use bookmarks and never bend the corner of the page.
- Never write or draw in a book.
- Never throw or tear a book or leave it on the floor.
- Return all books promptly by the due date.
- Additional books may not be checked out until overdue or lost books are turned in or paid for.
- Borrowing library books is a privilege, not a right.
- Students are responsible for the books they check out even if they misplace them at school.
- Students will not be allowed to check out new books until previously checked out library books have been returned. Parents need to encourage their students to be responsible in returning their library books. Your child misses a valuable learning opportunity when they do not return their library books. The lost or damaged library book fee is \$25.

**COMPUTER USE POLICY**

Pre-K children will have the opportunity to sometimes use computers and tablets in the classroom with access to programs that are used as a support tool along with hands on learning to enhance pre-reading and pre-math skills. They will be given instruction about appropriate use of the computers. Failure to follow the rules may result in the child being excluded from computer use.

**PERSONAL ITEMS**

We ask that children not bring toys from home unless requested by a teacher. Toys can sometimes be lost or damaged, cause unnecessary distractions, and at times, challenges between classmates.

## STUDENT LIFE

### SNACKS

Please pack two snacks for your preschooler to eat in addition to their lunch. Suggested snacks are apple wedges, orange sections, raisins, cheese, celery or carrot sticks, or anything else that does not contain processed sugar.

For the infant program, parents are asked to provide wholesome, low sugar foods and to work with the teacher to introduce your child a variety of food tastes and textures. Recommended snack foods include cereals and crackers, fruits, yogurt, cheese, and milk.

### LUNCHES

#### **Sack Lunches**

Parents will provide lunch and a drink for infant and preschool students. Refrigerators and microwaves are available in each classroom, but cannot accommodate many lunches, so please use insulated lunch boxes, ice packs, etc. to keep your child's lunch at the desired temperature. Label your child's lunch container(s). Our infant program and preschool are **peanut free**. Please do not send any food with peanuts, peanut butter, or peanut products. We have students and staff members with life threatening peanut allergies. **Please do not send desserts** (foods high in processed sugar) in your child's lunch. It is the preschool policy to send these items, uneaten, back home in the lunch boxes.

#### **Emergency Lunches and Hot Lunches:**

City Tree does not currently offer a hot lunch program. Emergency lunches are only available if absolutely necessary. Please make every effort to pack your child's lunch or drop off a lunch for your child when it's forgotten at home. Students without any food to eat, will be given an emergency lunch from supplies purchased by the school office. When an emergency lunch is issued, the students account will be charged for the cost of the meal plus time spent preparing the meal.

#### **Infant lunches**

Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. Parents are required to provide all formula, breast milk, and food items.

As your infant grows and becomes more adept at eating, he will be using his fingers for eating "finger-foods" and working on using infant utensils. As infants gradually start to eat cereals, jarred foods, and table foods, parents will inform the teachers in the classroom as to what their child can eat by updating the infant needs and service plan. It is recommended that infants try new foods at home first, then parents can add the new food to the classroom plan.

#### **Bottles**

Parents of bottle-fed babies will need to provide 3-4 labeled plastic bottles, nipples, and lids. Glass bottles are not to be brought to the center. If you are breast feeding your child, all breast milk must be dated and have your child's name on it. Fresh breast milk will be stored for 24 hours in the refrigerator or up to two weeks in the freezer. Milk that exceeds this time frame will be discarded. Contents remaining in any bottle must be discarded within 1 hour. Only breast milk, formula, or water will be placed in your child's bottle. **No bottles will be served with cereal or any other food product in them.** This is a licensing standard. Parents are welcome to come and bottle feed or breast feed their infants at any time and use the napping room.

Breast feeding mothers are welcome to use the room to pump and can use the sink/kitchen area to do any necessary cleaning afterwards.

We provide infant drinking water to make the formula for the infants. Bottles are not heated in the microwave, as this will produce “hot spots” in the formula or breast milk, and are warmed by running them under warm water from the sink or bottle warmers.

### **CHAPEL**

Preschool students meet together for chapel each week on Fridays at 9:30am. Detailed information about our chapel theme and memory verse program are available on our website and weekly email updates. Parents are welcome to attend chapel. Please contact your child's teacher for instructions.

### **FIELD TRIPS**

During the course of the year, we take students on excursions to places of educational interest. Details of the trip and permission forms will be sent to parents via email. No student of any age is allowed to leave the school grounds without parent authorization. Most of these trips will cost a small fee. In some cases, the cost of field trips will be added to the student's incidental bill. In the event that the charge is collected via cash, please make payment directly to the teacher, no checks please. Transportation will be via car, van, bus or walking. Disruptive behavior on field trips will result in loss of the privilege to attend the next field trip.

Parent drivers and/or chaperones are needed for most field trips throughout the year. If helpers are not available, field trips may be cancelled. Please notify your child's teacher if you are available to assist with field trips. Parents who drive on field trips will need to provide a copy of their driver's license and proof of insurance along with a signed Field Trip Driver information form. A car seat is required for all preschool children to go on a field trip. Car seats must be left outside the classroom the morning of the field trip. Children weighing 40 or more pounds or 40 or more inches tall shall be secure in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. Students 12 and under are not permitted to ride in a seat with an airbag. All students must wear seatbelts. Children under 8 years old must ride in a booster seat unless they are 4 feet 9 inches or taller

### **LABELING**

Please label **all** lunch boxes, backpacks, coats and sweaters, books, and sharing items brought to school. Every school year, there are practically new jackets, sweaters, lunchboxes, and backpacks that are never claimed that could have been returned to their owner had they been labeled!

Help your child remember daily to take home whatever he/she might have brought to school.

### **LOST and FOUND**

The lost and found is at the top of the west stairwell just immediately before entering the roof playground and on the wall hooks at the entrance to the patio. Items found in the hallway or in classrooms will be taken to the roof area for pick up. Small or expensive items (jewelry, glasses) will be taken to the office for safekeeping. Items not claimed by the end of the semester that are not labeled will either be given away or thrown out.

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## **SHARING**

Children may be asked to bring items from home to share with their classmates. This opportunity often gives children a sense of security and is a tool to help the child communicate verbally and gain confidence within a group. Check with his/her teacher to find out which day to bring these sharing items. We encourage items with educational value such as books, nature objects, postcards or pictures, etc. The child may want to tell about a trip, a visit, or a recent happening. You might want to help your child think of something interesting to talk about. Please have all items marked with the child's name.

The children may not bring gum, candy, money, guns or other weapons, small toys (that go into the mouth), fragile items, or biting animals. If your child wishes to bring a pet to share, please be sure to speak to the teacher about possible health and safety issues as well as a time and a way to share them. Toys representing violence or disrespect for authorities are not acceptable for sharing time.

Parents are encouraged to share their talents, hobbies, or vocations with the children. Please arrange a day and time with the teacher.

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with school friends. Please keep the celebration simple, such as the birthday child passing out watermelon, fruit kabobs, yogurt parfaits, cupcakes or cookies brought from home (no special character visits, dress up parties, party games, etc. are allowed). If you wish the child to celebrate at school, please speak to the teacher a few days ahead of time.

## **PARENT FOLDERS**

Each student at City Tree is issued a parent folder at the beginning of the school. These folders are sent home weekly with important information from the school and your child's teacher. Please keep this folder in your child's backpack and review the information in the folder regularly.

## **STUDENT CUBBIES**

- Student cubbies and parent folders are for official school use only.
- Birthday party invitations are not allowed into the cubbies unless every student in the class, or every student of the same gender is being invited. We want to create a family atmosphere, one in which children feel loved and included. Social events that include many classmates, but exclude some are very hard for children to understand, hurtful, and are at times very disruptive to classroom teamwork. Please consider this when you plan special events and birthday celebrations.
- Please use the Student Directory available on FACTS Family Portal to contact students/parents. The cubbies/parent folders are not to be used for parent to parent or child to child communication.
- Flyers/announcements/etc. to be distributed to students must first be approved by school administration (if just for the class, the teacher may give approval).
- Students put school work from their cubbies into their backpacks. Remember to check your child's backpack regularly. Review these papers with your child so that you will be in touch with what your child is learning and know about events at the school.

**CHILDREN'S WORK**

Children's creative art usually represents serious effort on his/her part, and it is important to treat the projects as such. Your child will gain experience with many materials and media during their creative art process. Emphasis is placed on the process rather than on the finished product. Look for your child's work in his/her cubby. Please do not let the projects accumulate at school, as part of the experience is the satisfaction and pride the children feel when they show the work to their family or see it displayed at home.

## **FAMILY INVOLVEMENT**

### **PARENTAL VISITOR POLICY**

It is the policy of CTCS that parents who visit classrooms or assist on campus must first sign-in at the school office in the visitor log and obtain a visitor badge. Parents are invited to come and have lunch with their child, just be sure to check-in at the office when you arrive. City Tree Christian School welcomes and encourages parents to participate in classroom activities, however the teacher/administration has the authority to determine the level of parental involvement in the classroom. Be sure to check with your child's teacher at least 24 hours in advance if you wish to visit the classroom. Major school events or field trip chaperoning do not require parental sign-in.

### **PARENT-SCHOOL COMMUNICATIONS**

The following policies and events facilitate parent-school communication:

- Our Weekly Email Update is our main form of communication. It is the best way for you to stay informed about school news and events. It is essential that every City Tree family receives and reads this weekly update. If you would like to add additional emails, sign-up by going on the school website and scrolling down to the bottom of the page.
- Remember that our school website ([www.citytree.org](http://www.citytree.org)), is a great place to go for information about upcoming events, print forms, and stay informed. Middle school students and families will have access to grades on FACTS Family Portal <https://factsmgt.com>
- Your child's teacher will let you know their preferred method(s) of communication phone message, written note, or email, etc.
- The teacher will let you know where to leave notes in the classroom, or you may leave them in the office to be placed in the teacher's mailbox.
- All students have a parent folder for school communications. These folders hold important papers and office messages, notes from teachers, etc. It is important that you check your parent folder regularly.
- Back-to-School Morning, Fall Back-to-School Night, and spring Multicultural Fair, as well as other events, help parents to get acquainted with the school.
- Bulletin boards at the entrance to the school, hallways, and near classroom are a good place to look for announcements and examples of students' work.
- As the teacher's time and attention should belong to the students, please limit conversation on arrival and departure to necessary information or instructions for the welfare of the student. Conferences may be scheduled for extended conversations concerning your child.
- Teachers need to be informed of changes that may affect your child's emotions or behavior during the day.
- Parent observation--you may observe our program any time. Please call in advance so we can be sure your child is not away on a field trip, nature walk, or involved in a special activity outside the classroom. For safety reasons we ask that all visitors sign-in and out of the school office.
- All parents are members of the City Tree Parent Teacher Organization (PTO). General PTO meetings are held throughout the school year. Your participation is encouraged.



## **FACTS FAMILY PORTAL**

FACTS Family Portal is an online forum for parents to access important information regarding grades, directory information, billing, and more. FACTS Family Portal is where parents can update their contact information, add authorized pick up people, or change payment methods. To login to FACTS Family Portal, please follow the steps below:

1. Go to <https://factsmgt.com/>
2. Click on "Parent Login" on the top banner and
3. Select FACTS Family Portal
4. Our district code is: CT-CA
5. Enter your username and password you set up when completing online enrollment.

Please contact the school office at 619-232-3794 if you do not remember your username or would like to reset your password. We are able to look up your username and can reset your password for you. FACTS Family Portal is a vital resource for parents and we encourage you to login to your account regularly.

## **BRIGHTWHEEL**

Our touch-free drop-off and pick-up procedures include the use of Brightwheel which is a free app that can be downloaded to any smart phone. You will be sent a link prior to the first day of school, if you already have an account, you can use that account. All families will need to complete a daily health questionnaire via Brightwheel at drop-off each day as part of the sign-in process. Teachers will also communicate with you through Brightwheel. Please make sure you download the app when you receive the invitation, and complete the sign up process.

### ***Brightwheel student check-in:***

1. Open Brightwheel app on your phone
2. Press "check in/out". You may check in more than one student at a time
3. Scan QR code, available at check-in gate, by holding phone camera over code. Make sure that the entire code fits the frame; adjust as needed.
4. Once the QR code is scanned, you will be prompted to answer questions about each child's health. Read and confirm all 3 health questions by pressing each corresponding square.
6. Enter your 4-digit code. Your personal code can be found at the bottom of your profile page.

### ***Brightwheel student check-out***

1. Open Brightwheel app
2. Press "check in/out"
3. Scan QR code by holding phone camera over code. Make sure that the entire code fits the frame; adjust as needed.
4. Press "check out" for the child you are picking up.
5. Enter your 4-digit code

*\*Parents that are picking up students from our after school program (infants, 3:15-6:00pm preschool, or 3:30-6:00pm K-8) will need to scan the QR codes posted at each gate throughout the school campus in order to check-out your student. Please refer to the bulletin board located in the stairwell to the right of the school office to pick-up your student at their assigned location during extended hours of care.*

Please note that teachers will be using their personal phones for this process also, and if you need any help they can assist you.

**ROOM PARENTS**

Room Parents are needed for each classroom or grade to help coordinate PTO events and classroom activities. Since room parents must be designated in early September, please see your child's teacher or homeroom teacher (grades 6-8) right away if you are interested in serving in this way. There is a room parent coordinator who will regularly communicate with room parents. Room parents are also expected to attend the general PTO meetings that will be held during the year.