

CHRIST

CHURCH

SCHOOL

PRESCHOOL - ELEMENTARY

**Elementary  
Parent – Student  
Handbook  
2018-2019**

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## Changes in Policy

Christ Church School expressly reserves the right to change any of its policies, including those covered here, at any time. Normally, Christ Church School shall notify its families of these changes by memo or by other appropriate means. Changes shall be effective on dates determined by CCS. If you are uncertain about any policy or procedure, please check with the Head of School.

All references in this handbook to the "School" or to "Christ Church School" are references to Christ Church School, Inc., an Arizona non-profit corporation.

# CHRIST CHURCH SCHOOL

## Elementary Parent-Student Handbook

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## **A Message from the Head of School**

*Learning is a treasure that will follow its owner everywhere.  
– Chinese Proverb*

I am happy to welcome you to the 2018-2019 school year and the Elementary Division of Christ Church School. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. Awakening the natural curiosity of children to help them develop academically, socially, physically, and spiritually is our goal. Each day will be filled with rich experiences to inspire our children providing them with the most appropriate, meaningful, and well-balanced educational opportunities.

The education provided to Christ Church School students requires collaboration between each student, their parents, and the school – enabling a partnership to provide excellent education in a positive and supportive environment. Therefore, close communication with school and home is essential to promote the best interest of each child. Through this handbook, we are communicating many important policies and procedures for our school. We ask that you carefully review all of the material in the handbook, acknowledge the agreement, and retain a copy for future reference.

Please know that my door is always open. I look forward to safe, purposeful, and rewarding school year.

Kim Westfall

## **Mission Statement**

Based on an Episcopal foundation, the mission of Christ Church School is to develop the whole child by providing challenging and creative academic, spiritual, and social experiences for children.

## **Vision**

The program at Christ Church School provides a nurturing, safe, and faith-centered environment which is designed to educate the whole child – mind, heart, and spirit – while cultivating each student’s individuality. Christ Church School’s vision for our students will:

- Instill the love of God through experience, prayer, and knowledge.
- Foster an understanding of how spirituality and moral conscience connect with all aspects of their lives.
- Develop social, emotional, cognitive, and motor skills.
- Help students develop self-respect, respect for others, and an appreciation for cultural diversity.
- Engage students in active learning through hands-on experiences, questioning, problem-solving, and critical thinking exercises supported by well-designed, age-appropriate curricula.
- Develop positive health, safety, and nutritional practices.
- Encourage creative expression and appreciation for the arts.

## **Portrait of a Graduate:**

Every Christ Church School graduate is forming the strong foundation of a life-long learner and is developing positive character formation.

# **INTRODUCTORY INFORMATION**

## **Licensure and Accreditation**

Christ Church School is licensed and regulated by the Arizona Department of Health Services (License Number: CDC – 10528). Inspection records, on file in the School Office, are available for review upon request or can be inspected at:

Arizona Department of Health Services  
Office of Child Care Licensure  
150 N. 18<sup>th</sup> Ave.  
Phoenix, AZ 85007  
(602) 364-2539

Christ Church School is fully accredited by the Southwestern Association of Episcopal Schools.

## **Liability Insurance**

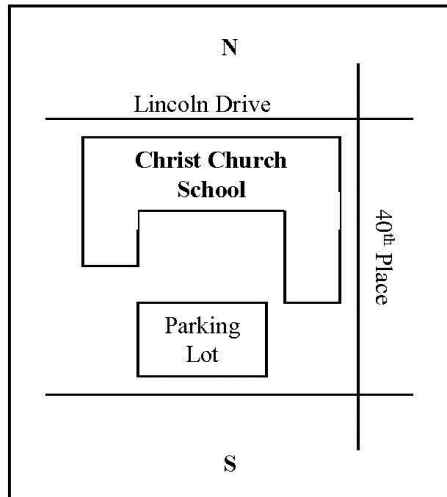
Pursuant to rule R9-5-308 of the Arizona Department of Health Services Child Care Facilities Rules, Christ Church School maintains a general facility liability insurance of \$1,000,000. An additional annual aggregate of up to \$3,000,000 has also been

secured. All independently contracted employees are required to provide proof of liability insurance prior to the first day of class. Evidence of liability insurance coverage is available for review in the School Office.

## Nondiscrimination

Christ Church School does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of our educational policies, admission policies, hiring, retention or promotion practices, scholarship programs, or other programs.

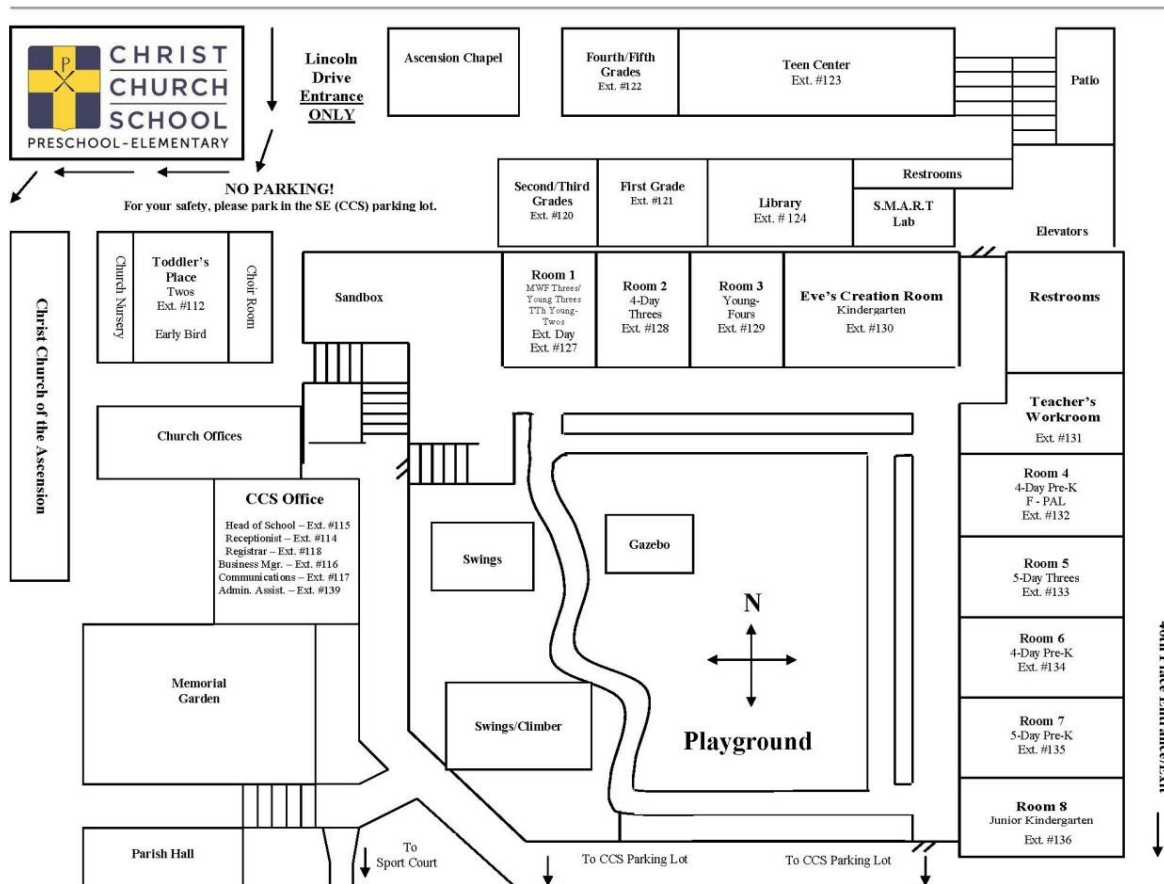
## Campus



Christ Church School, Inc. is located at:  
 4015 E. Lincoln Drive  
 Paradise Valley, Arizona 85253  
 Phone: (602) 381-9906  
 Fax: (602) 840-4472  
 E-mail: [info@ccsaz.org](mailto:info@ccsaz.org)  
 Web site: [www.ccsaz.org](http://www.ccsaz.org)

### Directions to School:

*Christ Church School is located on the south side of Lincoln Drive on the campus of Christ Church of the Ascension. Please enter and exit the School campus from 40<sup>th</sup> Place.*



## **Faculty**

For your student's educational experience, we hire and retain teachers of the highest caliber selected for their education and previous work experience. They are dedicated educators who participate regularly in professional development.

All staff members are required to:

- Pass a fingerprint clearance conducted by the Arizona Department of Public Service.
- Complete a criminal history affidavit.
- Complete CPS Central registry affidavit.
- Provide proof of a Pertussis immunization and a negative Mantoux TB test or chest x-ray.
- Complete the Safeguarding God's Children Child Abuse/Awareness Workshop.
- Provide appropriate documentation indicating their Community First Aid and Cardio-Pulmonary Resuscitation (CPR) certification is current.
- Maintain a valid Maricopa County Food Service Worker card.

## **Tuition**

The tuition for Christ Church School Elementary grades is \$9,950 per year. All parents of CCS Elementary applicants are required to sign and submit a tuition contract.

## **Contributions and Donations**

Christ Church School, Inc. is a 501(c)(3) non-profit corporation. Accordingly, the faculty and students greatly appreciate all monetary and non-monetary contributions.

# **POLICIES**

## **Academic Referrals and Support**

Christ Church School welcomes students with diverse academic strengths and learning styles. We strive to provide a challenging academic environment that meets the needs of a wide variety of learners. To be successful in this environment, some students may require additional support.

If additional support is necessary, the teacher will discuss the student's academic needs with the family and the Head of School. This team will determine if the student requires individual attention and/or outside services that are not normally provided by CCS (and would therefore be provided and paid by the family). They will collaborate to develop a student success plan that is targeted to meet the specific needs of the student and foster a productive learning environment for the student and his or her classmates. This plan will be periodically reviewed by all parties and revised as necessary.

CCS will cooperate with parents who wish to implement reasonable accommodations for qualified students with documented disabilities, if those



accommodations do not fundamentally compromise the academic program or impose an undue burden on the school or the other students. As a private school, CCS is not required to, and as a practical matter cannot, serve all students and therefore focuses instead on situations where parents are productively engaged and/or able to provide additional personnel to ensure student success. Should CCS be unable to serve the needs of a student or if successful partnerships cannot be established, CCS will recommend the student to move to a more appropriate school.

## **Admission**

A qualified applicant is one who, in the best judgment of the School, meets the age requirements and exhibits the potential for social and academic success.

Christ Church School is pleased to enroll special needs students provided the facilities and employees are able to adequately meet those students' needs. These students will be accepted on an individual basis after consultation with the Head of School, parent, and employee(s) involved. While the majority of our employees do not have specific training for special needs students, we are able to provide them with social interactions. Any other services, including emotional counseling, physical therapy, occupational therapy, or speech therapy, must be provided by outside sources and paid for by the parent. Should outside services be necessary, we require that the student's teacher be in communication with those service providers so that the teacher(s) are able to better understand the needs of the student.

CCS strives to provide an optimal learning environment for all students. For students requiring additional support, CCS welcomes accommodations and additional personnel provided by parents to ensure student success. Head of School will collaborate with teachers, parents, and students to guarantee a productive learning environment for the specific child and their classmates.

Registration priority is given as follows: 1) children of Christ Church School staff members; 2) returning students; 3) parishioners of Christ Church of the Ascension; 4) siblings of enrolled students; 5) Play and Learn students; 6) alumni of Christ Church School. Parishioners must be pledging members in good standing for a period of at least 12 months. All other priority enrollees may join the parish to receive parishioner enrollment status. In order to obtain this priority, these families must be pledging members in good standing for a period of 12 months. The Rector of Christ Church and Head of School may mutually agree to provide priority enrollment to a parish family.

## **ALLERGIES**

It has been estimated that 5% of children in the United States are at risk due to food-related allergies. The most common allergens include milk, peanuts, tree nuts (walnuts, almonds, cashews, pecans, etc.), wheat, soy, fish, sesame, and eggs. Anaphylaxis (an allergic response that can culminate in cardio-respiratory failure and can be fatal) is the most extreme presentation of these allergies. While Christ Church School implements sound safety practices regarding food-related allergies on a case-by-case basis, we cannot guarantee an allergen-free environment. Our goal, then, is to implement precautions necessary to protect students who have

life-threatening allergies without creating undue burdens for students without the same needs.

In order to be successful, our allergy protocol must rely on the parents of the affected children to be proactive and vigilant and on the other members of the CCS community to comply with allergy policies.

### **Allergy Procedures and Protocol**

1. Each parent who has a child with a serious allergy or health issue must notify the Head of School and request to have an allergy action plan and medical statement (to be prepared by CCS in cooperation with the parent) on file in the School Office along with appropriate, properly labeled medication (and a medication administration form signed by a physician) to be provided by the parents. The parent shall be responsible for ensuring that the allergy action plan and medical statement are kept current and are sufficient for the child's needs and that all medications are adequate dosages with clear dispensing instructions. New forms must be completed each school year and these action plans will be kept on file for one school year.
2. Children identified by their parent to have an extreme allergy or health issue will have allergy, protocol, and picture discretely posted inside of their classroom cabinet.
3. If the child's doctor has provided written notice to the School that an allergic reaction can result from contact or proximity, the issue will be communicated to all students and parents in the class and the teacher shall not knowingly permit the allergen in the room.
4. If the child's doctor indicates that an allergic reaction can only result from ingestion, the parent will provide substitute snacks to be kept in the classroom in the event the allergen is present in the class snack. These snacks will be used when the scheduled snack is not safe for the child and in the event of a special party or activity. The parent is responsible for communicating with the teacher regarding food the child can have during class parties where food is served
5. All children with food allergies should have a medic alert bracelet or necklace.
6. Gluten allergy accommodations/adjustments will be made on an individual student basis year to year with appropriate snacks to be provided by the parent.

### **Allergen Awareness and Safety**

Hygiene: All students will be required to wash their hands each morning upon arrival in classrooms where serious allergies are present.

Class Projects Involving Food: (teacher or parent-led) If a food project is anticipated in a room with a child with an allergy or medical condition, the child should not be excluded from the project, if possible. Instead, the project leader should talk with the parent of the child with an allergy or medical condition and come up with a mutually acceptable alternative plan so that the child is not excluded from the activity.

Birthdays: The focus of a birthday celebration is the child having a birthday. Therefore, the birthday treat is limited to Outshine popsicles.

School Events: If food is served or present, it is the responsibility of the parent of the child with the allergy or medical condition to monitor their child's food consumption in order to ensure the child's safety.

### **School's Responsibility for Allergies**

- Inform teachers of children in their class with allergies/medical conditions.
- Provide a copy of all forms to all staff members that are in routine contact with children with allergies/medical conditions.
- If consented to by the child's parent, inform parents of classmates of the presence of an allergy in the classroom.
- Have the parent-approved emergency action plan on file in the School Office which should direct the School Office staff where the child's medication is stored and how it is to be administered.
- Require that all staff members are trained in CPR.
- Enforce a "no sharing food" rule at snack and lunch.
- To the extent possible, include children with allergies/medical conditions in all regular classroom activities, making reasonable accommodations to ensure their safety.

### **Teacher's Responsibility for Allergies**

- Post a list of all children with allergies.
- Eliminate the allergen from the classroom in the case of serious/life-threatening airborne or contact allergies.
- Collect and keep alternative snacks from the parent of the child with an allergy.
- Never knowingly serve a school provided snack food (including cooking projects) to a child with a serious/life-threatening allergy unless the parent has reviewed the ingredients and/or the food is on their parent- approved list.

### **Parent's Responsibility for Allergies**

- Inform the school of their child's allergy/medical condition in the child's history form and during the open house visitation.
- Complete required forms specifying allergy/medical information and action prior to the first day of school and update those forms as needed from time to time:

Medical Consent Form – must be completed for every child who may need medication administered at school; necessary medicine must be supplied prior to the first day of school.

Food Allergy Emergency Action Plan – must be completed by child's physician for every child who has a serious/life-threatening allergy or medical condition.

- Supply all necessary medications together with administration and dosing instructions.
- Provide alternative snacks.

### **Birthdays and Parties**

Birthdays are recognized in chapel with a special blessing. A student may provide Outshine popsicles for his/her classmates. Parents are asked to inform the teacher

ahead of time if they will be providing popsicles. Party invitations may not be distributed at school unless the entire class is invited.

Parties sponsored by the School will be held in the classrooms. **Due to insurance guidelines and licensing requirements, siblings of any age may not attend classroom parties or celebrations.** Christ Church School does not sponsor off-campus parties.

## **Bullying and Hazing**

Christ Church School is committed to maintaining a safe, orderly, civil, and positive learning environment and does not tolerate bullying, hazing, or like behaviors. CCS expects all staff members, parents, volunteers, and students to model positive behavior, show respect for others, and promote a safe environment.

Bullying is defined as the use of superior strength or influence to intimidate someone. Hazing is defined as a process involving harassment. Any student who participates in bullying or hazing will be disciplined. The discipline plan will include strategies to correct the behavior, deter future incidences, protect the victim from further harm, and restore social harmony. Each situation will be examined on a case-by-case basis and discipline plans may vary based on a variety of factors, including age, the nature of the problem, past history, etc., and may include suspension or dismissal.

## **Child Abuse**

As required by Arizona law (A.R.S. 13-3620), all suspected cases of child abuse or neglect are reported within 24 hours to Child Protective Services and the Arizona Department of Health Services. The School maintains documentation of any such cases.

## **Classroom Placement**

Many factors are considered when placing students to insure a positive experience for all students.

## **Classroom Size**

We believe that students have an opportunity to grow to their full potential in an educational environment with a low student-teacher ratio.

## **Classroom Visitors**

Prior to inviting a guest to a classroom, the Head of School must approve all visitors (guest speakers, guests of enrolled students, parent visitors, parent participants). The teacher is responsible to submit such requests for approval. All campus visitors must sign in at the School Office and wear a visitor's badge during their stay on campus.

## **Community Expectations**

Christ Church School is a community dedicated to the development of the whole child by providing challenging and creative academic, spiritual, and social experiences for children. The commitment of the entire CCS community is essential for achieving the objectives of the students.

### **CCS Student Expectations**

#### **Respect for Oneself**

- Practice good grooming habits and adhere to uniform standards.
- Care for your own property.
- Prepare for classes and activities.
- Have pride in your own work and sharing your own ideas.
- Take an active role in your educational process.
- Appreciate and acknowledge your blessings.
- Work hard and do your best, but also make time for rest and play.
- Exhibit honesty in personal and academic actions.
- Use modesty in conduct and dress.
- Follow the reasonable requests of teachers, staff members, and other adults.
- Accept responsibility for one's own actions.

#### **Respect for Others**

- Treat others as you would like to be treated.
- Be courteous, helpful, and well-mannered.
- Use appropriate language.
- Demonstrate proper behavior at all times.
- Share and play fairly.
- Participate in service work for others.
- Treat the possessions and property of others with respect.
- Respect cultural, racial, socio-economic, and religious diversity.
- Respect the right of others to feel safe and be safe on campus.
- Engage in respectful communication to resolve issues.

#### **Respect the School and the Church**

- Maintain a clean and tidy campus
- Show school pride through attendance at activities and events.
- Care for the property and resources of the School and Church.
- Contribute to a positive learning environment.
- Respect the sanctity of the Church.

### **CCS Parent Expectations**

We assume that parents have chosen to send their children to Christ Church School because they embrace this community's mission, vision, and values. Therefore, the School expects parents to support the letter and spirit of the contents of the CCS policy handbooks. Furthermore, we recommend that parents reinforce similar values within their own families so the children will receive a consistent message.

While differences of opinion are natural, on occasion, a parent or student may exhibit discordant behavior that conflicts with the School's expectations for parent

and student conduct. In most cases, those situations are resolved through discussion with the Head of School and/or teachers. However, in the unlikely event that the School's leadership determines that an issue cannot be resolved, the School may require student withdrawal and/or prevent an adult from entering or remaining on the premises.

## **Conflict Resolution**

As a parent, if you have a concern about a teacher, please address it directly to the teacher. If reconciliation is not reached, you may address your concern to the Head of School. Please refrain from addressing your concern with other parents, as it undermines the authority of the teacher in the classroom and in the community.

If you have a concern about a student other than your own child, please address this concern either directly to the other student's parents or to the classroom teacher. Outside of gentle and general adult leadership with children, it is not appropriate for adults to confront a child other than their own.

If you have a concern about another parent, please address this concern with the Head of School.

## **Discipline**

In any environment where students care about each other and are encouraged to talk and work together, discipline is generally not a problem. All teachers work with the Head of School to handle discipline in a positive and preventative manner. We support positive reinforcement, active listening, parental involvement, and redirection of inappropriate behavior that might prove harmful to the student, his peers, or any adult in the classroom. We may also use time-out methods. If a student has excessive difficulty adjusting to the classroom situation or should a behavior problem arise anytime during the school year, the teachers, working with the Head of School, will request a special conference with the parents. Disciplinary action by the School can include dismissal from the program.

## **Field Trips**

Occasionally field trips are scheduled by classroom teachers. Each student must have a Field Trip Authorization Form signed by a parent in order to participate. Parents will be asked to drive on these trips and the school will require proof of auto insurance and a copy of the parents' driver's licenses. State law also specifies that students under 8 years of age and/or 4'9" tall must be secured in a safety/booster seat.

## **Financial**

Christ Church School is an independent, non-profit preschool and elementary school. Our income is derived solely from tuition fees and fundraising efforts. Our budgetary constraints mean that every family has a responsibility to pay their tuition in full and on-time.

### **Application Fee**

The application fee for the school year is \$200 and is non-refundable and non-transferable. The fee is payable when an application for enrollment is submitted. There is no application fee for returning Christ Church School students entering the Elementary School.

### **Elementary School Enrollment Contract**

Once an application for enrollment in an elementary class has been approved, an Elementary School Enrollment Contract will be offered. Please note when signing this contract you are agreeing to fulfill all the obligations stated in the contract, including payment of the tuition for the full academic year. Your student's class placement is secured when the Tuition Deposit and signed Elementary School Enrollment Contract have been received and processed.

### **Enrichment Classes and Lunch Program Option Fees**

Payments for Enrichment Classes and the Lunch Program option are due in full upon registration and are non-refundable after the 1<sup>st</sup> Friday of each trimester.

### **Late Charges**

Tuition payments received more than five business days after the payment due date are deemed late and will incur a late charge of \$25. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. Late pickup is \$5 for every 15 minute period after your student's dismissal time and payment will be due upon your arrival.

### **Non-Payment**

If a family experiences a change in circumstances or is otherwise unable to meet their payment obligation, it is the responsibility of the family to contact the Head of School and/or the Board Treasurer to work out an acceptable arrangement. On the first of each month, the Director of Finance and Administration will notify the Head of School of any families delinquent from the previous month, and the Head of School will review the matter. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Head of School may require that the student(s) be withdrawn from the School and a payment schedule will be made until the account is paid in full. If it is necessary for Christ Church School to initiate a legal action to collect money owed pursuant to this agreement, and judgment is awarded to Christ Church School, the parent agrees to pay all reasonable attorneys' fees and costs incurred in obtaining and collecting that judgment.

### **Service Fees**

The School accepts VISA, MasterCard, American Express, and Discover Cards as a method of payment for all non-tuition charges rendered. A 3% convenience fee is added to all credit card charges. A \$25 charge is assessed on any check returned by a bank.

### **Student Re-Enrollment**

Returning Elementary students may enroll for 2019-2020 at any time after January 14, 2019. Priority registration for returning students is available until January 29, 2019. After that date, all open class spaces will be available to any applicant, beginning with those on the wait lists.

### Temporary Absences

No refunds will be made for temporary absences due to family vacations, illness, accidents, etc. In the event of special circumstances, a parent may apply in writing to the Head of School for special consideration.

### Tuition Deposit

Upon placement in an Elementary class, a Tuition Deposit of \$1,000 for each Elementary student enrolled is due, along with a signed Elementary School Enrollment Contract. The Tuition Deposit is non-refundable and non-transferable. Your student's class placement is secured when the Tuition Deposit and signed Elementary School Enrollment Contract have been received and processed.

### FACTS Tuition Management

CCS has partnered with FACTS for tuition payments. FACTS is a national tuition management company. Each family is required to set up an account with FACTS. Families may choose the payment method and payment plan which works best for their needs. FACTS offers both automatic bank withdrawals and credit card payments.

### Tuition Payments

Tuition may be paid by choosing one of the following options:

	<b>Tuition Deposit</b>	<b>Annual Payment Option</b>	<b>Semester Payment Option</b>	<b>10 Installment Payment Option</b>
	Due with signed contract	Due 8/15	Due 8/15 and 1/15	Due monthly, 7/15 through 4/15
Payment Amount	\$1,000	\$8,950	\$4,475	\$895

### Withdrawal

The Partnership between Christ Church School and our families includes fulfilling our obligations to one another. We cannot provide the desired benefits of a CCS education or serve the needs of our CCS families without tuition revenue. Therefore, by entering into this financial commitment, families understand this is a binding agreement necessary for the financial operation of CCS.

### Specific Refund Provisions

Understanding that situations arise which may necessitate the withdrawal of a student while at the same time being mindful of the financial responsibilities of CCS, certain refund provisions will be made upon the formal withdrawal of an elementary student from CCS with written notification to the school office.

- If a student is withdrawn prior to April 30, no additional tuition liability will be assessed. The \$1,000 non-refundable deposit is forfeited.
- If a student is withdrawn after April 30 and prior to July 1, the tuition liability will be 25% of annual tuition. (\$2,487.50 due for 2018-19)



- If a student is withdrawn after July 1 but before September 1 the tuition liability will be 50% of the annual tuition. (\$4,975 due for 2017-18)
- If a student is withdrawn after September 1, the tuition liability is 100% of the annual tuition. (\$9,950 due for 2018-19)
- Withdrawals due to financial hardship, medical leave, or other extraordinary circumstances will be considered upon written notice to the Board of Directors on a case by case basis and may result in cancellation of the balance of tuition contracts excluding the non-refundable tuition deposit.
- Traditional 30, 60, and 90 day collection policies will be enforced.

## **Health**

### **Health Records**

A Blue Emergency Card with a current immunization record, validated by a health care provider, must be on file in the School Office prior to a student's admission to class. Immunizations need to be up-to-date before the first day of school.

### **Communicable and/or Contagious Diseases**

In any school environment, runny noses, colds, and childhood ailments are very common. Our responsibility is to prevent the spread of illness by teaching sanitary procedures, such as hand washing and tissues for noses. Parents are advised to keep a student at home during the highly infectious first stages of a cold or other communicable disease. A student must be free of fever, diarrhea, and vomiting for 24 hours after their symptoms are gone, before returning to class. The fever should be gone without the use of a fever-reducing medicine. If your student develops a contagious disease, please inform the School Office at once so the School can notify the parents of students who may have been exposed.

Students arriving with the following signs and symptoms, or who develop them while at school, cannot remain at school.

- Fever of 100°F (37.8°C) or higher
- Vomiting
- Diarrhea
- Red eyes with discharge
- Head Lice

In case of injury or illness during school hours, the student will be brought to the School Office. Parents will be notified by phone to promptly pick up a sick or injured student. Parents are expected to pick up sick children within an hour of contact, to prevent the spread of infection to other children and staff, and to allow the child time to rest, recover, and be treated for the illness. If a parent cannot be reached, the School Office will call the alternate contact names on the Blue Emergency Card. Please keep all emergency information current throughout the year by updating the School Office with any new contact information.

### **Medications**

Except in a life-threatening emergency, the Christ Church School staff will not administer medication to any student. If a student has severe allergic reactions to various elements, we will keep emergency medications in the School Office along

with signed Medication Consent forms and specific instructions for administration of the medications. A parent or guardian will be contacted should the administration of medication be necessary.

### **Emergency Procedures**

In the event of a medical emergency, the Head of School is to be notified and the staff will follow the steps below. These steps may include, but are not limited to the following:

1. Administer First Aid or CPR and call 911.
2. Attempt to contact parents or guardian.
3. Attempt to contact parents or guardians through any Emergency Contacts on record.
4. Attempt to contact student's physician.

### **Facility**

Christ Church School is committed to providing its students and employees with a safe and healthy atmosphere.

- Smoking is not permitted. The Christ Church School buildings and campus are a smoke-free environment.
- Dogs are not allowed within the School gates. Even if placed on a leash, dogs are not permitted on School grounds.
- For the safety of our students, we request there be no cell phone usage while in the School parking lot.

### **Late Pickups**

Late pickup is \$5.00 for every 15 minute period after a student's dismissal time. This charge covers the expense of having the necessary personnel to supervise students who are not picked up at the designated time. Students will be brought to the School Office and the late pick up fees will be compiled and billed at the end of the month. Please call the Christ Church School Office if you are arriving late to pick up your student. This simple call allays a student's fears and helps the staff know how best to proceed. If the parents cannot be reached, we will begin trying to contact the emergency numbers listed on the student's Blue Emergency Card. If all attempts are unsuccessful, state law requires that Child Protective Services be notified. Habitual late pickups may result in disenrollment from the School.

### **Parent Participation**

Christ Church School encourages parents to participate in their student's classroom. Teachers appreciate your help and support. Volunteering in your student's class provides an opportunity for you and your student to share a special day. Talents and special interests of either parent can be incorporated in the classroom, on field trips, or at special events.

### **Parent/Teacher Conferences**

Individual parent-teacher conferences are held in the fall and the spring. Parents make an appointment to meet with the teachers on conference days. Regular classes will not be held on scheduled Parent/Teacher Conference days. Conferences are not limited to scheduled conference days, and parents may request a meeting

with the teacher throughout the school year. We ask that you make arrangements for childcare for non-CCS students during your scheduled conference time.

To reduce administrative burden in cases of divorce teachers are required to conduct only one conference for each child in the fall and the spring and to meet only with parents and legal guardians. However, a teacher may choose to make additional accommodations for a second parent conference and may allow step-parents or other caretakers to attend with the consent of the child's parents.

## **Pesticides**

Notices will be posted on campus 48 hours prior to the application of a pesticide.

## **Release of Students from School Premises**

Students will only be released to a contact person listed either on the blue emergency card or indicated to staff by prior parental notification. Individuals who are not recognized by the staff shall be asked for picture identification, which will be verified with information on the student's emergency form or from parental consent.

## **Requests for Advertising**

All requests to advertise or promote clubs or instructional programs must be approved by the Head of School. The sale of any non-school sponsored items or activities is prohibited on the Christ Church School campus.

## **Siblings**

Due to insurance guidelines and licensing requirements, siblings may not attend School-sponsored field trips, activities, class parties, and events held during School hours (including but not limited to Snow Day, Pajamas and Pancakes Day, Water Day, and Vehicle Day). Christ Church School sponsors several family activities throughout the year to which siblings are encouraged to attend.

## **Social Media**

Christ Church School Employees are prohibited from communicating through social networks with parents of existing students and also with existing and former students under the age of 18. Care should be taken when communicating electronically about Christ Church School students and families.

## **Solar Awareness Program**

Christ Church School has adopted a Solar Awareness Program. This program will encourage our students to learn about the importance of daily sun safety to promote long-term healthy habits.

### Education

Students will learn about sun safety in their classrooms throughout the year, participating in age-appropriate activities, stories and songs.

### Hats

Students are encouraged to wear hats during all outdoor activities in order to protect their heads, faces and ears. Students must provide their own hats, labeled with their names, and should bring them to class each day.

### Hydration

Our staff encourages adequate hydration on warmer days by reminding students to drink water during physical activities and by providing hydration stops between classes and activities.

### Shade

Students are encouraged to play in the shade, especially on warmer days. Our playground has several large shade structures which provide shaded areas for playground equipment and activities.

### Sunscreen

Parents are encouraged to put sunscreen on each child prior to the start of their school day.

## **Sportsmanship**

Sportsmanship and fair play are important to character development and school spirit. Staff members, parents, and students are expected to conduct themselves in a manner that is respectful of others, on and off the field. Students are encouraged to participate enthusiastically at recess, in P.E. class, and during other competitive events and/or activities, while exhibiting high standards in courtesy, emotional discipline, and good sportsmanship so that everyone can enjoy the event to the fullest extent. Students who do not demonstrate good sportsmanship will be appropriately counseled and may be subject to disciplinary consequences.

## **Student Accountability Process**

Christ Church School expects all students to behave in accordance with the philosophies, mission, values, policies, and procedures outlined in this handbook. As the learning process involves taking risks, testing boundaries, and making mistakes, it is our desire to encourage students to make good choices, to realize that their actions impact a larger community, and to be accountable for their decisions.

During the course of the school day, students have many opportunities to make, or refrain from making, certain choices. Positive academic outcomes result from meeting School expectations, completing homework, arriving on time, being prepared for class, and producing quality assignments. Good behavior helps maintain a safe and optimal learning environment.

Christ Church School students will strive to be ambassadors of good will and good behavior at all times, both on and off campus. Students who do not follow School expectations may be subject to disciplinary consequences up to and including dismissal.

## **Transportation**

Christ Church School does not provide transportation service.

## **Uniforms**

Christ Church School desires to instill pride and a sense of community for our students. For this reason, a simple uniform has been chosen for all students.

Additionally, the uniform requirement is designed to encourage students to interact without socioeconomic bias.

### **School Logo**

The colors are a gold cross on a blue field with black letters. Following are generally accepted interpretations of the significance of colors as used by the Church:

- Gold: Innocence of soul, purity, holiness of life
- Blue: Heavenly love, unveiling of truth
- Black: The Benedictines, Augustinians, Jesuits

Our shield is based upon the Christ Church shield at the Benedictine Priory of Christ Church at Canterbury. In the early days of the Christian Church, Greek and Latin words were used as symbols of our lord Jesus Christ. XPICTOC meaning Christ. The "PX" on the School shield is called a Chi Rho and is composed of the first two letters of XPICTOC.

### **General Expectations**

- Appearance should reflect common sense, neatness, and safety.
- Clothing should be clean and in good condition with no missing buttons. No torn or faded clothing is permitted. Uniforms must fit properly.
- Boys' hair must be cut short and may not touch the top of their shirt collars.
- No permanent hair accessories will be allowed.
- Jewelry should be appropriate for school, worn in moderation, and not pose a safety risk.
- All visible tattoos (even those of a temporary nature) will not be permitted.
- All shirts, except sweatshirts, must be tucked in at all times. Shoes must be tied at all times.
- On Chapel days, Elementary students must wear maize shirts. Elementary girls must wear plaid skirts or jumpers. The same rules apply to Picture Days.

### **Uniform Expectations**

- Shirts: **Shirts must have collars.** White or maize tab-front knit long or short-sleeved polo shirt, with School logo. White or maize turtleneck or mock turtleneck, with school logo. Girls may also wear a white or maize round-collared shirt, with School logo. Shirts must be purchased from Lands' End, the official uniform supplier for CCS.
- Shorts and Slacks: Must be navy blue in color. The School recommends cotton/poly blend navy blue to avoid fading. Knit shorts, bike shorts, cargo or denim shorts are NOT permitted.
- Skirts and Skorts: Must be navy blue or classic navy plaid in color. The school recommends cotton/poly blend navy blue to avoid fading.
- Jumpers: Must be navy blue or classic navy plaid in color, with school logo. White or maize shirts with collars must be worn underneath.
- Dresses: Polo style dress, with collar. Must be navy blue in color, with school logo.
- Socks: Socks that show above the shoe must be worn. Tights may be worn with skirts, dresses, or jumpers.
- Shoes: Closed-toed sneakers in good repair are preferred. Other dress shoes may be worn. Boots, Crocs, and sandals are not permitted for safety reasons.
- Sweatshirts, Sweaters, Sweater Vests and Fleece Shirts: Solid navy, maize, or white sweatshirts, sweaters, and fleece shirts may be worn at any time. If

desired, these items may be embroidered with the school logo. No other slogans or advertisements are permitted.

- Belts: Belts are optional.
- Jackets/Coats/Hats: Any jacket, coat, or hat in good repair may be worn. No other slogans or advertisements are permitted. Please label all outdoor wear with your child's name.
- Tie: Male students in the highest grade will wear a CCS tie every Monday for All School Chapel, and as determined by the Head of School for special events.

## Use of Name and Image

Unless you request otherwise, CCS reserves the right to use information provided by parents on the Application Form in the Parent/ Student Directory, in the administrative database, and in fundraising efforts. The Directory is for the use of the CCS families, faculty, and staff ONLY. The school does not release any information about CCS families to the general public. It is customary for un-named student images to be used for newsletters and the CCS website. The school also generates external communications such as brochures, news releases, and public information which may use un-named images of CCS students. Please notify the School Office in writing if you would prefer that your student's name and/or image not be used in these types of communications.

## Visitors

Visitors and volunteers to the campus are asked to sign-in at the School Office. All visitors are required to wear a visitor badge while on campus. Staff members should ask visitors without badges for identification and direct them to sign in at the School Office.

# PROCEDURES

## Absences

When a student is absent, a parent or guardian must call the school to advise the school as to the reason for the absence. Messages may be left on the answering machine 24 hours a day. **Only a parent or guardian can call and excuse an absence.** If a call is not received, the School may attempt to contact the parent/guardian at home or work. No refunds will be made for temporary absences due to family vacations, illness, accidents, etc.

Arizona State Law (15-803) states that absences exceeding 10% of the school year are considered excessive. Families of students who are approaching or pass the midway point for absences during the school year will receive a letter from the School and may be asked to provide physicians' notes for absences. Parent cooperation in student attendance is of the utmost importance in assuring student success.

When a student is absent, parents or guardians should contact the teacher to obtain information about making up missed assignments or tests. In the event an absence extends beyond three days, arrangements should be made to pick up

missed assignments and information in the School Office. Please give the teacher 24 hours to prepare the assignments for home completion.

## **Arrival/Dismissal**

Please provide written notification or complete the form supplied by the School if someone other than a parent or guardian will be picking up your student. Class will begin promptly at 8:15 a.m. and end at 3:00 p.m. Any arrival after 8:20 a.m. will be considered tardy. **Tardy students must be accompanied by a parent to the School Office, where they will receive a tardy slip to present to their teacher.** Students will not be permitted to enter the classroom after 8:20 a.m. without a tardy slip.

## **Drop-Off/Pick-Up Procedures**

Our goal is to provide a safe and efficient method of dropping off and picking up your Elementary Student at Christ Church School. With that in mind, please remember the following rules:

### General Procedures

- For the safety of our students, we request there be no cell phone usage within the School parking lot area.
- Watch carefully for other students who are loading or unloading.
- The drive-through area is a No Passing Zone. Do not pull around another vehicle when in the drive-through lane. Wait until the car in front of you departs before exiting the drive-through lane.
- Please pull as far forward as you can in the drive-through lane before loading or unloading.
- Students should enter and exit the car on the curb side whenever possible.
- Students should not walk in front of other cars without an adult.
- Please complete your pick up or drop off as quickly as possible so other families are not kept waiting. Please do not congregate or visit in the drive-through lane area. If you wish to converse with a friend or teacher, please park in a designated parking spot.
- Do not park or leave your car unattended in the drive-through lane. Parents wishing to escort their child to or from class should park in a designated parking space.
- **When leaving the facility, please use the 40<sup>th</sup> Place exit. This is the ONLY exit from this facility.**

### Morning Drop-Off Procedures

There is no supervision for students arriving before 8:00 a.m. or after 8:15 a.m. The playground gate will remain open during this time when supervision is in place for arriving students.

- **If no supervision is present and the playground gate is closed, the parent must park in a designated parking spot and escort their child to the School Office.** Any arrival after 8:20 a.m. will be considered tardy. **Tardy students must receive a tardy slip from the School Office to present to their teacher;** students will not be permitted to enter the classroom after 8:20 a.m. without a tardy slip.
- For the safety of our students, please do not drop your student off before reaching the drive-through lane.

### Afternoon Pick-Up Procedures

Students will wait for pick-up with a teacher under the ramada by the drive-through lane.

- All students must be picked up by 3:10 pm. Any remaining students will be escorted to the School Office and additional charges may apply.
- If the drive-through area is closed, parents should park in a designated parking space and meet their student in the School Office.

### **Parking Lot**

Please drive slowly, follow all traffic markings, and park only at specified sites. **Do not leave a child or pet in your vehicle unattended.** We recommend that you do not leave any valuables in your vehicle, and lock all windows and doors before escorting your student/students to the classroom buildings. For your safety, do not park in front of the church; please use the side and back parking lots.

### **Safety and Security Drills**

Christ Church School holds regular drills to ensure the safety of our students and staff. There are procedures in place for fire and shelter-in-place drills. Through the practice of these drills, students are trained to follow these procedures without panic or undue interruption to the learning environment. In a real emergency, parents will be contacted via the SchoolMessenger system.

### **Tardiness**

Any arrival after 8:20 a.m. will be considered tardy. Tardy students must be accompanied by a parent to the School Office, where they will receive a tardy slip to present to their teacher. Students will not be permitted to enter the classroom after 8:20 a.m. without a tardy slip.

Tardiness is a serious matter as it affects not only the tardy student, but also all other students whose learning may be interrupted by late arrivals. The parent/guardian is responsible for seeing that their student arrives on time to be in their classroom by 8:15 a.m. Students who are tardy more than 4 times per semester will be referred to the Head of School, who will contact the parents to discuss an improvement plan.

### **Technology**

The School's equipment, network, Internet and software is to be used for educational and communication purposes only. The use of the School's resources for network, e-mail, and Internet access is a privilege, and its availability depends upon the observance of the policies and guidelines stated below. Students in all grades and other persons who use personal and Internet facilities at the School must adhere to the technology policy.

Individuals should consult a faculty member if in doubt as to whether specific information or activities not explicitly mentioned in this policy are appropriate. Proper behavior is solely the responsibility of the individuals using the School's communication network. Violations of the School's technology policy or community



standards may result in the loss of computer privileges and in disciplinary action, including dismissal.

All campus hardware, software, and files are the property of the School, which has the right to take whatever measures it deems appropriate to ensure compliance with procedures and expectations.

Students who have been granted access to tablet computers or similar technology will, with their parents, sign a separate usage agreement.

### **Computer and Electronic Equipment Rules**

- Never deliberately damage any equipment.
- Never bring food or drink near a computer or electronics.
- Never attempt to use equipment without instruction and permission.
- Always operate the equipment in an appropriate manner and according to instructions given.
- Never move or delete a file, folder, application, or document that is not yours without specific instruction and permission from the adult in charge.
- Never open a file, disk, or folder that is not yours without explicit permission from the person to whom the file, disk, or folder belongs.
- When finished, leave the equipment and the surrounding area clean and tidy.
- Students must obtain permission to access the Internet, copy files, or send e-mail.
- Students are not to engage in recreational "chats."
- Students are not to transfer or be in possession of viruses or inappropriate, illegal, stolen, or so-called "pirated" software or other materials.
- Materials obtained electronically and used in academic work must be properly documented in the same manner as one would document a magazine article. Copyright laws must be observed.
- Users are not to share or use others' passwords or use other account logins.
- Users may not engage in any activities which change settings or invade, harm, or compromise the school's or others' computers, iPad, files, servers, or the campus network.
- "Spamming" and posting chain letters are prohibited.
- Profanity, obscenity, and harassment are prohibited.
- Users may not install software or download files to school computers without permission.
- Playing games or listening to music is not allowed unless given specific permission or direction to do so by the supervisory teacher. This includes before and after school as well as at lunch or break.

*Cautionary note: Do not give out personal information (name, address, telephone number, password, parent work address, credit card number, social security number, etc.) over the Internet to anyone you do not know.*

# SCHOOL HOURS

- Elementary classes are held Monday - Friday from 8:15 a.m. – 3:00 p.m.
- The Extended Day program is held Monday - Thursday from 3:00 p.m. through 4:00 p.m.
- Enrichment Classes are offered Monday - Thursday from 3:00 p.m. through 4:00 p.m.
- Christ Church School will be open Monday through Friday with some holiday exceptions.

## ELEMENTARY CURRICULUM

The Christ Church School Elementary curriculum utilizes technology to implement the Common Core Standards. All Elementary students enjoy classes in art, religion, music, library, Spanish, and technology once a week, and attend chapel services and physical education twice a week.

### Kindergarten Curriculum

Kindergarten is an important year for students to build a strong foundation in reading, writing, and mathematical concepts as well as enhance their communication skills.

#### Literacy

Students take part in language activities throughout the day that extend their vocabulary and conceptual knowledge. Students are introduced to a wide variety of literature, including stories, poetry, and non-fiction works. Differentiated reading activities allow teachers to address students' individual needs and learning styles. Structured direct teaching of word recognition skills using *Fountas and Pinnell* materials assist students with phonemic awareness, phonics, syllabication, and high-frequency words. Using guided reading materials, the students focus on fluency, expression, and comprehension. Daily writing experiences encourage students to express their ideas in the written form while honing their writing skills.

#### Math

Kindergarten utilizes the *Everyday Math* program as well as teacher-created activities. Kindergarten math focuses on numeration skills as well as on numeral recognition, skip counting, beginning numerical operations such as addition and subtraction, and the concepts of time and money.

#### Social Studies and Science

Kindergarten students are exposed to history, geography, and civics. They learn to say the Pledge of Allegiance, recognize the flag as a U.S. symbol, identify the U.S. on a map, and learn about our Presidents and historical landmarks. Students learn to work cooperatively and to follow school and community rules. School-wide service projects during the year seek to involve the students in helping others while teaching the children about responsible citizenship. Science activities in

Kindergarten capitalize on a child's natural curiosity of their environment. Students are exposed to life science, physical science, and earth science.

## **First-Fifth Grade Curriculum**

Christ Church School has a commitment to educating the whole child. Our curriculum is designed to help students develop intellectually, physically, emotionally, ethically, aesthetically, and socially. We encourage students to become active, engaged learners and responsible citizens. At each grade level teachers use the Common Core State Standards as a guide to challenge students and help them achieve academic and intellectual competencies.

A CCS student's daily schedule consists of blocks of time dedicated to Language Arts, Math, and Science, complemented with Social Studies, Religion, Technology, and Specials.

### **Language Arts**

Students participate in varied reading activities, which include guided reading with leveled books, small reading groups, and independent reading. Intertwined is Communication Arts, which includes writing, spelling, vocabulary, phonetic skills, journaling, and grammar. Teachers utilize a variety of tools to enhance their teaching.

### **Math**

Elementary students use the *Everyday Math* curriculum. This program emphasizes the use of concrete, real-life examples; spiraled use of mathematical concepts and skills; frequent practice of basic skills; and varied approaches to accommodate different learning styles. This math curriculum is delivered in whole group, small group, and centers formats.

### **Social Studies and Science**

The Social Studies curriculum is based around themes such as the Arizona Desert, westward expansion, and the rainforest. Citizen participation skills are nurtured and guided as students learn to make appropriate choices and decisions as individuals and as part of a group. School-wide service projects during the year seek to involve the students in helping others while teaching the children about responsible citizenship.

The Science program is based on the curriculum of *ScienceFusion* integrated with additional hands-on activities. *ScienceFusion* is a program designed for building inquiry, STEM, and optimized for learning in the classroom, at home, on a laptop, a tablet, or using a science textbook.

The year culminates in a Celebration of Learning event that demonstrates the social and academic growth the students have acquired throughout this unique educational opportunity.

# **CURRICULUM ENHANCEMENTS**

## **Art**

Art classes focus on becoming familiar with the many influential works and great artists of the world. Each study combines viewing artwork, critical discussions, and art projects using a variety of mediums. There is an emphasis on learning to appreciate art and creating an understanding of its influence.

## **Chapel and Worship**

Chapel is an integral part of our School program. Parents are always welcome to attend our worship services. We celebrate together as a community of faithful people. This focus on Christian values provides the center around which all academic, social, and spiritual goals revolve. The School recognizes the religious diversity of its community and actively promotes respect and acceptance of all faiths.

## **Library**

Weekly library classes enable students to develop the motivation and skills necessary to read and foster a love of reading. Students will become familiar with elements of a book, styles of writing, authors, illustrators, and library classification systems. They will hear stories, complete related activities, and select books for check out. This program will create an appreciation of all literature and informational materials across the curriculum.

## **Music**

The music program at Christ Church School introduces students to rhythm, melody/pitch, expression, and movement. Through singing, playing simple percussion instruments, and other rhythm activities, students are introduced to the fundamentals of music and are encouraged to develop an appreciation for music. The students learn basic performance skills that are exhibited at school-wide performances.

## **Physical Education**

Physical education plays an important role in a student's growth and development. The physical education program at Christ Church School is designed to be a foundation to promote lifelong fitness habits. Physical activity can stimulate brain development, enhance motor coordination, and increase energy levels. The program provides an opportunity for each student to develop skill competencies which will allow him/her to play successfully with peers and at the same time, develop their self-concept.

## **Religion**

Our religion classes emphasize the life of Jesus and the Bible. Students are introduced to the different colors and symbols for the seasons of the church year, and they are given the opportunity to discuss prayer and faith. First Grade students focus on the Sacraments. Second-Fourth Grade students begin to connect

Bible stories with different parts of Jesus' life by examining the culture and the geography of ancient Israel.

## **Spanish**

Christ Church School offers its students an opportunity to be exposed to a foreign language at an early age. Oral and written introductions to vocabulary are integrated with classroom themes using puppets, songs, and games. The program promotes interest and appreciation for Spanish-speaking people and their cultures, contributing to an attitude of global understanding and awareness.

## **Theater**

The Christ Church School theater program is a creative learning experience for CCS elementary students. Students will participate in high-quality musical theater productions that will increase self-awareness, self-confidence, and build connections across grade levels and within the local community.

# **PROGRAM ENHANCEMENTS**

## **Enrichment Classes**

Enrichment Classes are offered during three enrollment sessions (Fall, Winter, Spring). The classes vary by day and run from 3:00 p.m. – 4:00 p.m. These classes are staffed by Christ Church School staff members and contracted specialists. There is a fee charged for participation in these programs. The cost is based on the classes selected. Please check the School Office for current Enrichment Class information, class times, and age requirements. Please note that Enrichment Classes are not available on a drop-in basis.

## **Lunches**

Preschool students should arrange for lunches on days they are participating in Extended Day or Enrichment programs.

## **Packed Lunches**

If your student is bringing a packed lunch to school, please drop it off in your student's classroom in the morning. Make sure your student's name is on the lunch box/lunch sack. Lunches will not be refrigerated so please plan accordingly; be sure the lunch includes an ice pack, if needed.

## **Lunch Lady Delivers**

Students and staff members may sign up for the Lunch Lady Delivers lunch program options on Mondays, Tuesdays, Wednesdays and Fridays. Parents select and pay for lunches online and the orders are delivered to the classroom on the appropriate day. Orders must be placed by noon on the Saturday prior to the delivery week. Lunch Lady Delivers is not available on a drop-in basis.

### **Pizza Thursdays**

Students and staff members may sign up to receive a Papa John's pizza lunch every Thursday. Reservations are required. Pizza lunch is signed up for on an annual basis, so please check with the School Office for current prices.

## **BOARD OF DIRECTORS**

President:	Roxann Gallagher
Treasurer:	Eric Short
Members At Large:	Kristy Bidwill
	Thomas Rindahl
	Eric Montgomery
	Jason Pritchett
	Christy Pylman
Head of School:	Kim Westfall
Rector:	The Reverend Daniel P. Richards