



# Handbook for Parents and Students

*Transforming Hearts and Minds in a Decidedly Christian Community*

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# **I. INTRODUCTION**

## **A. THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION**

“TRANSFORMING THE MIND AS WELL AS THE SOUL”

*It is the mission of the Christian school to help the Church educate youth in such a manner as to help them perceive the world around them from a Christian worldview, and to evaluate right and wrong, and good and evil, based on the teachings of Scripture. In order for this to occur, there must first be a sincere transformation of the heart to Christ, followed by a transformation of the mind to that of a Christian worldview.*

A fundamental element of the vision and success of Cedar Park Christian Schools has always been the realization that expansion, facilities, and growth come only as a result of keeping “*first things first.*” Cedar Park Christian’s facilities are only now catching up to our growth. For years the facilities were lacking, but our students excelled. Many rationalize as to how this can occur without the same financial and facility resources other schools have available, yet Cedar Park staff members realize that education is more than buildings and resources. It really comes down to “*CHANGED LIVES, CHANGING OTHER LIVES.*” It is one life influencing another life toward excellence and righteousness. The inherent strength of Cedar Park Christian’s ministry lies in the relationships of our teachers and staff interacting with students and families. It is the understanding and dedication of teachers to teach from a Christian perspective, and their willingness to go beyond normal expectations that elevates the quality of education.

Cedar Park Christian understands that education, culture, and life must include faith at all levels. Most Americans agree that Christian culture is in jeopardy, but do not comprehend why. While there are activists devoted to determining that this “values war” outcome is a secular society, most Americans remain ambivalent. As a result, much of America now considers someone narrow-minded and illogical if they profess there is only one way to “Truth.” Increasingly, society views Christianity and its corresponding principles as one of many value systems available to people. Christianity is portrayed as non-essential and often viewed with a considerable degree of skepticism and cynicism. Christians who have the courage to express divergent perspectives on politically-correct issues are quickly labeled as religious extremists and intolerant bigots, while other Christians seem coerced into silent opposition.

The distressing part about this cultural transition is that many Christians are ambivalent or perhaps even supportive of many of these false philosophies and ideas because they often do not understand the Scriptural foundations for many issues. In essence, there continues to be a transformation taking place among several generations of Christians. While sincerely professing Christ as Savior, some are in conflict with the basic values and philosophies of the Bible because they have been indoctrinated throughout their lives to think from only a secular perspective.

*In order for culture to be influenced by Christian values and morals, there must first be a transformation in the heart to Christ, and then a transformation in the mind to a Christian worldview. It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom, and knowledge.*

## **B. STATEMENT OF FAITH**

Cedar Park Christian Schools are a ministry of Cedar Park Assemblies of God, and as such, are affiliated with the Assemblies of God denomination.

We subscribe to the sixteen fundamentals of faith summarized as follows.

1. We believe in the Bible as the inspired and infallible Word of God.
2. We believe in one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
3. We believe in the virgin birth of Jesus Christ, His vicarious atoning death, bodily resurrection, and ascension.

4. We believe that man, by voluntary transgression, fell, and thereby incurred physical death and separation from God.
5. We believe in salvation through the blood of Jesus Christ as man's only hope of redemption.
6. We believe in water baptism through immersion and the partaking of Holy Communion as a memorial of His suffering and death.
7. We believe in the power of the Holy Spirit to bestow spiritual gifts for use in life and service.
8. We believe in the baptism of the Holy Spirit with the initial evidence of speaking in other tongues.
9. We believe that sanctification is an act of separation from that which is evil and of dedication unto God.
10. We believe the Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. All believers, born of the Spirit, are an integral part of the body of Christ, which are written in Heaven.
11. We believe the ministry is divinely-called, scripturally-ordained, and provided by our Lord for the evangelization of the world and the edification of the Body of Christ.
12. We believe in divine healing through the redemptive work of Christ on the Cross.
13. We believe in the resurrection of those who have fallen asleep in Christ, and their translation together with those who are alive and remain unto the coming of the Lord, in the imminent and blessed hope of the church.
14. We believe in the Second Coming of Jesus Christ to reign on the earth for one thousand years.
15. We believe there will be a final judgment when those not found written in the Book of Life will be consigned to everlasting punishment with the devil and his angels, the beast, and the false prophet.
16. We, "according to His promise, look for the new heavens and a new earth, wherein dwelleth righteousness." (2 Peter 3:13; Rev. 21:22).

### **C. MISSION STATEMENT**

At Cedar Park Christian Schools, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his personal Lord and Savior. A goal of our mission is to nurture and train children so that they will grow in godliness of character and action. As an integral ministry of Cedar Park Assembly of God, Cedar Park Christian Schools are governed by and adhere to the constitution and bylaws of Cedar Park Assembly of God. This also means that Cedar Park Christian Schools are affiliated with the Assembly of God denomination.

CPCS addresses educational practices from a Christian perspective by offering its students the opportunity to understand themselves and the world around them from a Christian worldview. Some of this education will be formal (Chapel, Bible classes and studies, counseling) and some will occur as the faculty and students interact in the normal flow of school activity. The goal is to facilitate the development of the child spiritually, academically, physically, socially, and emotionally. The School employs administration, faculty, and staff who serve as role models in their Christian walks, and who are maturing both professionally and in their Christian faith.

In training children to serve the Lord, CPCS makes a strong statement for high academic and social standards of conduct. We believe that school is an extension of the home, and we expect parents to support the goals of the School as outlined in the Parental Commitment section (see Section II, A.1 -- Admissions Requirements of this handbook).

### **D. PHILOSOPHY AND GOALS**

It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom, and knowledge.

By placing God at the center of our hearts, environment, and curriculum, we desire:

- To share the love of Jesus;
- To model and instruct in Christian character, values, and principles;
- To communicate an "I care" message while creating a loving atmosphere for significant adult/child relationships and bonds to form;
- To facilitate the development of skills necessary to learn independence, self-control, and acceptable socialization patterns;
- To provide experiences rich in creativity, exploration, and expression;
- To provide an environment that will challenge and excite young minds;
- To faithfully teach a basic and fundamental educational program in a consistent manner;
- To cooperate with parents in the responsibility to train up a child in the way he should go.

## **E. ACCREDITATION AND STATE APPROVAL**

Cedar Park Christian Schools are approved by the State of Washington, accredited by Cognia (formerly AdvancED/Northwest Accreditation Commission-NWAC), Association of Christian Teachers and Schools (ACTS), and the National Council for Private School Accreditation (NCPA), and are members of the Association of Christian Schools International (ACSI). The standards established by these associations include such areas as spiritual training and ethics, academic excellence, staff development, administration and operations.

## **F. RELATIONSHIP OF CEDAR PARK CHRISTIAN SCHOOLS TO CEDAR PARK ASSEMBLY OF GOD CHURCH**

Cedar Park Christian Schools are a ministry and an integral part of Cedar Park Assembly of God Church and, therefore, the CPCS School Board's authority falls directly under Cedar Park Assembly's Board of Directors and its policies. As a ministry of Cedar Park Assembly of God, all CPCS policies, procedures, and practices are in alignment and follow in accordance with Cedar Park Assembly of God's governing documents (including, but not limited to, its constitution and bylaws.)

# **II. ADMISSION REQUIREMENTS**

## **A. ADMISSION STANDARDS**

Admission to Cedar Park Christian Schools (CPCS) is by application. The School admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, national or ethnic origin. CPCS complies with all federal and state disability laws (as applicable to the School), and it will make reasonable accommodations to otherwise-qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

Cedar Park views education at CPCS as a family enrollment process and therefore accepts families, not individual students. Cedar Park Christian would hope all children in the family will attend CPCS. **However, CPCS reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.**

It is essential for parents and students to realize that attendance at CPCS is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School. Each parent (and student in grades 7 through 12) is required to sign a statement to that effect as outlined below.

### **1. PARENTAL COMMITMENT**

- a. We hereby affirm that we have read the CPCS Handbook for Parents and Students (available online at [www.cpcsschools.com](http://www.cpcsschools.com)) and discussed its policies with our

Student(s). We certify that we consent to and will submit to all governing policies of Cedar Park Christian School, including all applicable policies and procedures of the School.

- b. We invest authority in the School to discipline our child as the School feels necessary, according to all policies, as outlined in the CPCS Handbook for Parents and Students. We have read, understand and agree to all policies set forth. (*Proverbs 13:24; 19:18; 23:13-14; 29:15, 17; Ephesians 6:1-4; Colossians 3:20-21; Hebrews 12:4-13*)
- c. We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)
- d. We hereby agree to support school functions and to attend parent meetings when offered.
- e. We understand that assessments will be made to cover damage to school property, including but not limited to breakage of windows, abuse of books, etc.
- f. We agree to pay the tuition and fees according to the terms of the Financial Agreement. We understand that report cards, transcripts, and diplomas will be withheld if required payments are not made.
- g. We agree to support all standards of the School including dress standards.

## 2. STUDENT COMMITMENT

CPCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of CPCS. Enrollment is considered probationary for all students, with all secondary students (grades 7-12) agreeing with and signing the Student Commitment Form.

*CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.*

- a. I recognize that CPCS is a Christian institution and I accept its guidelines.
- b. I am a Christian, and I shall endeavor to manifest loyalty to Jesus Christ and the Holy Scriptures in every area of my life.
- c. I promise to revere God and respect all authorities, including teachers and school staff.
- d. It is my desire to attend CPCS, and I am willing to be governed by all the rules of this School including policies on dress.
- e. I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by the School and will endeavor to be faithful in attending church services. (*Hebrews 10:25*)
- f. I will control my tongue and avoid profanity, lying, and gossip. (*Psalms 19:14*)
- g. I will not use tobacco, vaping products, alcohol, or illegal drugs.
- h. I will not engage in any inappropriate public displays of physical affection.
- i. I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies, television, and social media, etc.). (*Phil. 4:8*)
- j. I will respect and interact with my fellow students in a way that will honor the Lord. (*2 Tim. 2:23*)
- k. I understand that admission to Cedar Park Christian Schools is a privilege, not a right, and that any behavior (on or off campus) inconsistent with CPCS standards could result in the loss of that privilege or privileges associated with enrollment.
- l. I have read the CPCS Handbook for Parents and Students (available online at [www.cpcsschools.com](http://www.cpcsschools.com)).

### 3. CHURCH ATTENDANCE

CPCS seeks to aid parents in the spiritual growth of their children, but recognizes that the School is not solely responsible for the child's development. While church membership is not required, it is expected that Cedar Park students worship our Lord regularly with their parents at the church of their choice.

### ***B. APPLICATION PROCEDURES***

**The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations. Important: There are no guarantees of placement, express or implied, by Cedar Park Christian Schools.**

The enrollment procedures for new students are as follows:

1. New student enrollment begins in February each year.
2. Complete, sign, and return all application forms. Students in grades 7 through 12 must complete the "Student Commitment" section. **(Both parents or legal guardians must sign all forms.)**
3. Application Fees must be paid at the time the Application for Enrollment is submitted. The Building Fee is due within seven (7) days after receipt of the Acceptance Letter. If the application is submitted after June 15, the Materials Fee and first tuition payment must also be submitted immediately upon acceptance.
4. Confidential references are required for all student applicants in grades kindergarten through twelve. Parents complete and sign the Student Information section and submit the form to a pastor and a teacher. Completed forms are sent directly to CPCS.
5. Each new applicant is required to submit a copy of their birth certificate with the Application for Enrollment, and a copy of his/her most recent report card and standardized test results. High school student applicants must also submit a copy of their high school transcript. International student applicants must also submit a copy of their bank statement (in English), a copy of their passport or visa, and English proficiency test scores (e.g., TOEFL, SLEP – grades 7-11). The application is considered incomplete without these items.
6. Student applicants residing with a legal guardian(s) must submit legal documentation with the application. Legal guardian(s) are required to sign all CPCS application and financial paperwork.
7. As required by Washington State law, students will not be allowed to attend school until all immunizations are current, and an IMMUNIZATION CERTIFICATE, or CERTIFICATE OF EXEMPTION, is completed, signed by a parent/guardian, and submitted with the Application for Enrollment.
8. Student applicants may be required to take aptitude, achievement, and/or diagnostic tests at the School before admission to classes.
9. A personal family interview is required for all new applicants, and must be completed before a student is considered for admission. An interview appointment will be scheduled only when the application is complete and the school has received all required forms as indicated above. Student applicants and both parents/guardians must be present for the family interview. Additionally, students in grades 6 and above are required to attend a SECONDARY STUDENT ORIENTATION. Waiting lists may be initiated when applicable.
10. To be eligible to enter pre-kindergarten, students must be 4 years of age on or before August 31 of that school year.
11. To be eligible to enter kindergarten, students must be 5 years of age on or before August 31 of that school year.

***CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.***



### **III. CONTINUOUS ENROLLMENT**

Enrollment in the Cedar Park Christian School District continues automatically through completion of 12<sup>th</sup> grade, or until official school withdrawal procedures are completed. If a family would like to apply to transfer enrollment to a different Cedar Park campus (including advancing to a CPCS middle or high school campus), they are responsible to communicate their request by notifying both their child's current campus and their desired campus. Requests for transfer are not guaranteed until approved, pending space availability. Returning families must be current in all financial accounts in order to remain enrolled for the following year.

***Continuous Enrollment does not apply to I-20 or Independent Study students; these students must re-enroll in these programs each year in order to maintain enrollment.***

### **IV. WITHDRAWALS/TRANSFERS**

Student enrollment is continuous on a year-to-year basis (except I-20 and Independent Study students), and tuition commitment is on a semester basis. Families of students withdrawing before the end of a semester will be responsible for the full semester's tuition. For students withdrawing from the School a **written** notice of withdrawal (including the reason) must be submitted to the School Office. Should you decide not to attend the first semester, written notification must be received on or before August 1. Should you decide not to attend the second semester, written notification must be received on or before December 1.

All fees and fines must be paid and all books, athletic uniforms, locks, etc. must be turned in prior to the final withdrawal of the student. Requests for the transfer of transcripts or records are processed only when the family's financial account is current.

Additionally, students are required to have each of their teachers sign the Student Withdrawal Form. An exit interview with a school administrator is offered in order to complete the withdrawal process.

### **V. CPCS FINANCIAL POLICY**

#### **A. TUITION**

1. **ANNUAL COST:** The annual cost of education is determined by the Board of Cedar Park Christian Schools. Tuition is levied on a per school-year basis. There is no reduction in tuition for holidays, vacations, illnesses, absences, early dismissals or inclement weather closures, etc. All payments made on an account will be applied to the oldest outstanding invoice, including all fees and tuition.
2. **PAYMENT PLANS:** To assist families in the payment of the yearly tuition, two payment options are offered: payment in full by **June 15**, or twelve (12) monthly installment payments beginning **June 15**.
3. **TUITION PAYMENT DUE DATES:** Tuition payments are due on the fifteenth day of each month.
4. **TUITION DISCOUNTS FOR CEDAR PARK CHURCH MEMBERS:** Members of Cedar Park Assembly of God Church may qualify for a tuition discount of 10%, provided that they are in fact registered members of Cedar Park Church. Cedar Park Church employees determine eligibility through the church records. The CHURCH MEMBER DISCOUNT will be applied to tuition after any and all other discounts, when applicable.
5. **DELINQUENT TUITION AND PENALTIES:**
  - a. Payments received after the twenty-fifth day of the month will accrue a late penalty.

- b. A fee will be assessed to all checks returned from the bank.
  - c. Dismissal may result if payment arrangements have not been made within thirty days of the account becoming delinquent. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return to school until the delinquent account has been satisfied.
  - d. Any fees incurred for collection on delinquent accounts, including attorney fees, shall be borne by the financially-responsible parent/guardian.
  - e. Failure to meet the terms of the financial agreement may result in the withholding by CPCS of report cards, transcripts and diplomas as well as the dismissal of the student if the required payments are not made.
  - f. Returning families must be current in all financial accounts in order to maintain and prioritize enrollment.
6. **TUITION POLICY FOR EARLY WITHDRAWAL AND REFUNDS:**
- a. Student enrollment is continuous on a year-to-year basis (except I-20 and Independent Study students), and tuition commitment is on a semester basis. Families of students withdrawing before the end of a semester will be responsible for the full semester's tuition.
    - (1) **Should you decide not to attend the first semester, written notification must be received on or before August 1.**
    - (2) **Should you decide not to attend the second semester, written notification must be received on or before December 1.**
    - (3) There is no reduction in tuition for holidays, vacations, illnesses, absences or early dismissals.
  - b. Any excess money paid on account is refundable subject to any unpaid fees, penalties and tuition, with the exception of I-20 student accounts.
  - c. **ROLE OF AN EXCEPTION TO TUITION REFUND POLICY**

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

## ***B. FEES***

- 1. **APPLICATION FEE:** This fee is non-refundable and must be submitted with the Application for Enrollment.
- 2. **CONTINUOUS ENROLLMENT FEE:** This non-refundable fee is assessed per returning student and is due March 15. Notification of intent to continue enrollment for the following school year is required prior to March 15 each year.
- 3. **MATERIALS FEE:** This fee includes the use of textbooks, workbooks, testing materials, and other supplies and equipment. The Materials Fee is due on May 15 and is non-refundable. A late charge will be assessed to all delinquent fees after May 25.
- 4. **BUILDING FEE:** The Building Fee must be submitted within seven (7) days after receipt of the Acceptance Letter. This fee is assessed to families with no student enrolled at CPCS in kindergarten through 12<sup>th</sup> grade during the immediately-preceding school year. The Building Fee helps meet the continuing building needs of the School and is non-refundable after the first day of school.

## ***C. SCHOOL FINANCES USED FOR CHURCH PURPOSES***

Cedar Park Christian Schools is an integral part and a ministry of Cedar Park Assembly of God Church. The Church has the right to use church funds for school expenses or purposes. Additionally,

CPCS herein reserves the right to use the school finances in any way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on CPCS.

#### **D. CONTROLLING POLICY**

The financial policy as set forth in this **CPCS HANDBOOK FOR PARENTS AND STUDENTS** is the controlling policy of Cedar Park Christian Schools.

##### **ROLE OF AN EXCEPTION:**

*CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.*

## **VI. IMMUNIZATION REQUIREMENTS**

Cedar Park Christian Schools are required by the State of Washington to maintain proper immunization records. The School must have a completed and signed Washington State Certificate of Immunization Status Form (or Certificate of Exemption) on file by the first day of school or the student will not be permitted to attend classes.

Washington State immunization requirements vary by the age and/or grade level of the student and are modified frequently. In order to accurately determine which vaccines are necessary for your student please refer to the Washington State Department of Health website. Links to the Certificate of Immunization and Certificate of Exemption forms are available on the Cedar Park Christian Schools website at [www.cpcsschools.com](http://www.cpcsschools.com). Copies are also available in each School Office.

##### **EXEMPTIONS:**

There are only two exemptions allowed under Washington State law and are as follows:

1. Medical exemptions (which require a physician's signature), or
2. Personal/religious exemptions (which require a parent/guardian signature and a health care provider's signature).

## **VII. CHANGE OF CHILD CUSTODY**

If a student has a change in custody or guardianship, a new Enrollment Application and Financial Agreement must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the School Office. Enrollment will not be continued until such agreement is completed and on file in the School Office.

## **VIII. ACADEMICS**

### **A. CURRICULUM**

Cedar Park Christian Schools are committed to its students' academic and spiritual needs. In the pursuit of academic excellence and in order to facilitate the stated philosophy and goals of CPCS, the Schools provide superior quality curriculum texts and materials, as well as professional Christian educators committed to education from a Christ-centered perspective.

### **B. BIBLE CLASSES**

At CPCS, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as their personal Lord and Savior. We seek to nurture and train our students toward the goal of growth in godliness of character and action, and to encourage a deepening faith and personal relationship with our Lord. The study of God's Word is a vital element in the life of a Christian; therefore, Bible is a required course at CPCS without exception.

CPCS high school students also participate in the annual MANDATORY Missions & Service Outreach Program during a designated week of each school year. This is a school-organized event with options to serve either in the local community, or in regional, national, or international mission trips.

### **C. ELECTIVES**

Elementary classes are supplemented by specialized classes such as choir, band, computer, library, Balometrics, and physical education. Secondary electives are provided according to the Course Overview for each grade (available in the School Office). Students may choose from a variety of courses. Certain classes considered "electives" are required for graduation as outlined in the Course Overview.

#### **Physical Education:**

1. Every student is required to participate in P.E. classes unless exempted for medical reasons.
2. Secondary students are responsible to purchase, and required to change into, CPCS issued athletic attire for P.E.
3. High school students who have met the graduation requirements for P.E. are not required to take additional P.E. classes. A minimum of .5 P.E credits must be earned in a P.E. class.
4. Participation in certain high school level sports at CPCS may fulfill P.E. credit requisites, if athletic participation requirements are met.

### **D. CHAPEL**

Chapel is a special time set aside each week for worship, praise, and sharing God's message. The elementary, middle and secondary schools have separate Chapel services. Secondary students are requested to bring their Bible to Chapel. Special guests, pastors, and speakers are brought in regularly to share and to teach. Individual classes may also participate by presenting programs to share with the rest of the School. Chapel is the center-point of community life in Christ at Cedar Park Christian, and is therefore required for our students; parents and families are also invited to attend.

### **E. HIGH SCHOOL GRADUATION REQUIREMENTS**

**Cedar Park Christian High Schools meet all minimum state and four-year college/university subject requirements. Diploma types and requirements are listed below, including STEM Emphasis Diplomas (Science, Technology, Engineering, and Math).**

	GENERAL DIPLOMA	COLLEGE PREP DIPLOMA	COLLEGE PREP HONORS DIPLOMA
	Requirements	Requirements	Requirements
Bible <sup>1</sup>	2 credits	2 credits	2 credits
English	4 credits	4 credits	4 credits <sup>2</sup>
Math	3 credits	3 credits <sup>3</sup>	4 credits <sup>4</sup>
Social Studies	3 credits	3 credits	3 credits
Science	3 credits <sup>5</sup>	3 credits <sup>6</sup>	4 credits <sup>7</sup>
Fine Arts <sup>8</sup>	2 credits	2 credits	2 credits
Occupational Education	1 credit <sup>9</sup>	1 credit <sup>9</sup>	1 credit <sup>9</sup>
Physical Education <sup>11</sup>	1.5 credits	1.5 credits	1.5 credit
Health	.5 credit	.5 credit	.5 credit
Foreign Language	2 credits	2 credits	2 credits
Electives	2 credits	2 credits	0
<b>Totals</b>	<b>24 credits</b>	<b>24 credits</b>	<b>24 credits</b>

<b>STEM EMPHASIS DIPLOMAS:</b>	COLLEGE PREP	HONORS COLLEGE PREP
Subject Areas	Requirements	Requirements
Bible <sup>1</sup>	2 credits	2 credits
English	4 credits	4 credits <sup>10</sup>
STEM Capstone/Scientific Writing <sup>12</sup>	.5 credit	.5 credit
Math	3 credits <sup>3</sup>	4 credits <sup>4</sup>
Social Studies	3 credits	3 credits
Science	4 credits <sup>6</sup>	4 credits <sup>7</sup>
Fine Arts <sup>8</sup>	2 credits	2 credits
Occupational Education <sup>13</sup>	1 credit	1 credit
Computer Science	1 credit	1 credit
Engineering Design <sup>14</sup>	0.5 credit	0.5 credit
Physical Education <sup>11</sup>	1.5 credits	1.5 credits
Health	.5 credit	.5 credit
Foreign Language	2 credits	2 credits
Electives	0 credits	0 credit
<b>Totals</b>	<b>25 credits</b>	<b>26 credits</b>

**Terms and Definitions:**

- Credit:** Each semester class is equivalent to .5 credit for a maximum of one credit point per year per class. A minimum of 24 credits is required for graduation (grades 9-12).
- Prerequisite:** A class or requirement that must be met before student is eligible for a class; e.g., the prerequisite to Spanish II is Spanish I.
- Requirement:** A class that is required in order for student to graduate.
- Elective:** A class selected based on need and interest.

**NOTES:**

1. Bible must be taken each year for a minimum of one semester. High school students are also required to participate in the annual CPCS Mission & Service Week outreach program.
2. College Prep Honors students are required to take Honors English 11 and Honors English 12.
3. College Prep students are required to progress through Algebra II Honors or its equivalent.
4. College Prep Honors students are required to progress through Pre-Calculus.
5. General students are required to take one lab science.
6. College Prep students are required to take a minimum of two (2) lab sciences.
7. College Prep Honors students are required to take a minimum of three (3) lab sciences.
8. Fine Arts include but are not limited to: Art, Choir, Band, and Drama.
9. Occupational Education includes but is not limited to: Yearbook, Cooking, Leadership, Business, Computers, and Teacher's Assistant.
10. College Prep Honors students are required to take Honors English 11 and Honors English 12.
11. A minimum of .5 Physical Education credits must be earned in a classroom setting.
12. STEM Capstone is taken in first semester of their senior year.
13. Must be an approved STEM Elective.
14. If CPCS Team Robotics is completed, credit may be awarded with approval from Advisor.

**F. GRADING STANDARDS**

Grades 3 – 12:

A+	4.0	100% and above	C+	2.3	77-79.99
A	4.0	94-99.99	C	2.0	74-76.99
A-	3.7	90-93.99	C-	1.7	70-73.99
B+	3.3	87-89.99	D+	1.3	65-69.99
B	3.0	84-86.99	D	1.0	60-64.99
B-	2.7	80-83.99	F	0	0-59.99

**Honor Roll: 3.50 G.P.A. and above (grades 6-12)**

Preschool through grade 2:

E	94-99	S+	77-79
E-	90-93	S	74-76
G+	87-89	S-	70-73
G	84-86	N+	65-69
G-	80-83	N	0-64

Course grades	Effort grades
A = Outstanding	E = Excellent
B = Satisfactory	G = Good
C = Average	S = Satisfactory
D = Below average	N = Needs improvement
F = Below minimum requirements	

Plus (+) or minus (-) may also be used

**G. HOMEWORK POLICIES**

Homework plays an important role in the student's education by helping to carry over the learning process outside of the school setting. It also requires that the School and parents work together to achieve the desired goals.

Students are generally allowed time in class to work on their daily assignments. Work not completed, however, becomes homework. Teachers may also give additional assignments that require library research or other work outside the classroom. It is the responsibility of the student to complete the work and turn it in when it is due, including assignments missed due to absence. If an elementary

student (grades 1 through 5) regularly has more than one hour of homework a night, parents should contact the teacher.

The purpose of homework at CPCS may include, but is not limited to, any of the following:

1. Making up work not completed during the school day or work missed because of illness;
2. Practicing or refining skills, such as working with flash cards, tasks that reinforce daily assignments, book reports, etc.;
3. Preparing students for the next day's classroom work;
4. Extending assignments to apply learning to new situations, which may include activities of a practical nature, such as keeping a journal of a trip or writing to a pen pal;
5. Completing long-range assignments requiring several days or weeks to complete;
6. Developing responsibility, independence, effective study skills, and productive work habits.

## ***H. SUPPLIES***

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items for each student is provided by the School Office prior to the first day of school. Students are expected to bring the necessary items on the first day of school, and to replenish supplies if necessary throughout the school year.

## ***I. CONCERTS & PROGRAMS***

The Music and Drama Departments present concerts and programs each year. These concerts are used to showcase these departments and the talents of our students. Attendance is required for students enrolled in participating classes. High School Pep Band includes performances at football and basketball games.

# ***IX. PARENT POLICIES***

## ***A. EMERGENCY CLOSURES***

The goal of Cedar Park Christian Schools is to establish a safe and consistent teaching environment for both students and employees. During winter weather, schools may need to close because of safety concerns. **In cases of inclement weather conditions, Cedar Park Christian Schools will follow the local public school closure/delay announcements as listed below.** Text message alerts will be sent out through our FACTS Parent Alert system. **In order to receive alerts, parents must keep their cell phone numbers up-to-date in ParentsWeb.** In case of a delayed start, all morning half-day classes (preschool & kindergarten) will be closed, and extended care and childcare will also open late.

Bothell Campus: Northshore School District  
Lynnwood Campus: Edmonds School District

Bellevue Campus: Bellevue School District  
Mill Creek Campus: Everett School District

## ***B. NOTIFICATION OF INFORMATION CHANGES***

Parents are requested to update their ParentsWeb account in FACTS immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers (including student cell numbers), work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc. You may also contact the School Office with any changes.

## **C. ORIENTATION/BACK-TO-SCHOOL NIGHTS**

To acquaint new parents with our school system, various orientations will be held each fall. Parents and students are invited to attend the Back-To-School Nights and Orientations prior to the first day of school. The High School Back-To-School Night will be held after school has begun in order to familiarize parents with the classes that their students are attending. ***This high school event is for parents only.***

Open House events are scheduled each year for prospective new families to learn about CPCS. During the annual Open House, families have an opportunity to hear from CPCS administration, preview curriculum, and meet members of the faculty and staff.

## **D. COMMUNICATIONS**

1. **WEBSITE WWW.CPCSSCHOOLS.COM:** The School website is updated regularly and contains important information for parents and students such as calendars, athletic information, lunch menus, announcements, and other news, as well as links to individual teachers. Families may also access the faculty and staff email directory through the website.
2. **EMAILS:** The School will regularly send out emails to families as an additional means of communication. It is expected that each family diligently review information in the email in order to be kept up to date in areas of school events and policies. Parents are requested to update the School with new email addresses as early as possible when changes are made.
3. **CLASSROOM COMMUNIQUÉS:** Each week, elementary teachers send home Communiqués covering activities and curriculum information for the coming week. These Communiqués will keep you informed of classroom events and needs as they arise.
4. **EMERGENCY INFORMATION:** Announcements will be made through text alerts to parents via the FACTS Parent Alert system. Parents please keep your cell phone number up to date in your ParentsWeb/FACTS account.
5. **REPORT CARDS:** Report cards are distributed at the end of each grading period. Elementary report cards are sent home with the students and do not need to be returned. Secondary report cards for first and third quarters are available online through ParentsWeb. Secondary semester report cards are mailed directly to the parent each semester and do not need to be returned.
6. **CONFERENCES:** Parent/teacher conferences are held to apprise parents of their child's progress and development. Fall conferences are required for elementary students and strongly encouraged on an individual-need basis for secondary students. However, conferences may be requested at any time by either the teacher or the parent.
7. **PARENTSWEB (FACTS):** To provide parents with timely information regarding their child's academic progress, CPCS has made online access to ParentsWeb available. Information regarding assignment grades, lesson plans, attendance, report cards and other information is available. Parents may contact their school office to receive a User ID and Password. The ParentsWeb is accessible from [www.factsmgmt.com](http://www.factsmgmt.com).

## **E. LOST AND FOUND**

Lost and Found items are kept for only short periods of time due to a lack of storage space. Items labeled with names are returned to students. Parents are requested to label your students' items to avoid loss. Unmarked items are regularly displayed, and any unclaimed items are periodically donated to a local charity. Valuable items found will be kept in the School Office, and not displayed with other lost and found items. CPCS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of the School's choice.



## F. VISITORS ON CAMPUS

Cedar Park Christian Schools (CPCS) are "**closed campuses.**" Students **may not** leave the school at any time without checking out in the School Office. Only CPCS graduates and parents are allowed to visit campuses during school hours; however, **ALL visitors are required to check-in with the School Office to obtain a Visitor's Pass.**

1. **PARENTS:** It is the desire of the administration and the faculty to be of service to our families, and we welcome parental visits to the classroom. We do ask, however, that any visit to a classroom be made by definite appointment with the teacher.
2. **OTHER VISITORS:** CPCS does not allow visits by students not attending our School and CPCS reserves the right to refuse to allow anyone on campus for whatever reason before, during, and after school hours.

***CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.***

## G. ILLNESS/MEDICATIONS

1. **ILLNESS:** If a student becomes ill at school, he or she will be sent to the School Office and the parent may be called. The parent should pick up the child within an hour of the call. Should the parent find this difficult, arrangements should be made, prior to the need, for a relative, friend or neighbor to be able to pick up the child. Any student with a communicable disease or a temperature of 100 degrees or higher must not be brought to school.

**Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.**

2. **EMERGENCY:** In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, child(ren) will be transported to the nearest hospital (or another facility at the discretion of emergency personnel) for treatment.
3. **MEDICATIONS:** Ideally, all medication should be given at home. CPCS recognizes that some students may have special needs that require medicine to be administered during school hours. If this should occur, the parent must submit a Medication Authorization form that is available in the School Office and on the school website. **State law prohibits teachers from administering medicine; therefore, it must be dispensed through the School Office.** All medications must be in the original container and stored in the School Office. Medications will not be dispensed without a signed Medication Authorization form on file, including a doctor's signature (as required by Washington State law).

***The following certification/authorization is included in the Medication Authorization Form, and must be signed by all parents/guardians desiring to have medications administered to their student at school:***

I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the School to administer the above identified medication in accordance with the instructions indicated above for the period of time described above, as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel.

Medications must be supplied to the school in the original containers.

## **H. CARPOOL GUIDELINES**

Carpooling is a way in which parents can help and support each other. CPCS is in no way involved or responsible for your carpool situation. The following are general guidelines to assist you in this area:

1. Please inform the School Office of all names and telephone numbers of those who are authorized to pick up your student from school. When carpools are arranged, or changed, a signed authorization notifying the School of the change must be submitted without delay.
2. It is very important that you always communicate any change in plans directly with the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen due to messages sent through children.
3. When you are picking up children after school, do not leave the school grounds without being certain that all of the children for whom you are responsible are accounted for. The only way you can be certain that you do not need to take a child home is to communicate directly with the parent, teacher, or School Office.
4. Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day, or if your children will not be attending school.
5. Whenever you change your contact information, including address, or home, work, or cell phone numbers, emergency contacts, pick-up authorizations, etc., please update your ParentsWeb account in FACTS by logging into your account at [www.factsmgt.com](http://www.factsmgt.com)

*CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.*

## **I. NOTICE REGARDING RIGHTS OF PARENTS**

*The following sections are from the enrollment application, which must be signed by parents/guardians for all students enrolled at CPCS.*

### **NOTICE REGARDING RIGHTS OF PARENTS**

Cedar Park Christian Schools ("School") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence (in its sole discretion) that a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decisions on behalf of the child, unless the School receives sufficient evidence (in its sole discretion) to the contrary, whether in the form of a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parent or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, in its sole discretion, including taking no action.

## RELEASE; PAYMENT OF EXPENSES; MEDICAL CONSENT; MEDIATION

1. The undersigned parent(s) or legal guardian(s) ("Parent") grants permission for the Student to use all playground equipment and participate in all of Cedar Park Christian Schools' ("School") activities, including field trips off of the School's grounds. The Parent grants permission to the School to use photographs of the Student for School-related publicity purposes only.
2. The parent recognizes that there may be occasions where the Student may be in need of first aid or medical treatment as a result of an accident, illness, or other health condition or injury. The Parent hereby grants permission for the school or its agents to seek and secure any medical attention or treatment for the Student, including hospitalization, if in the agent's opinion such needs arises. Additionally, the Parent also grants permission for the School or its agents to administer basic medical treatment. In doing so, the Parent agrees to pay all fees and costs arising from this action to obtain medical treatment. The Parent gives consent to attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and agrees to pay for the medical treatment.
3. The Parent agrees to assume the responsibility for all medical, transportation, rescue and other related expenses incurred on behalf of the Student.
4. The Parent releases and agrees to hold harmless, defend and indemnify the School and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of the School) that the Student or the Parent may suffer as a result of the Student's participation and/or enrollment at the School.
5. All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract, and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years' experience or a retired judge and a member of an Assemblies of God church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.

## X. STUDENT POLICIES

### A. EXPECTATIONS AND RESPONSIBILITIES

*CPCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and those students must understand and support the purpose and programs of CPCS. Enrollment is considered probationary for all students.*

***The School reserves the right to dismiss students at any time for any reason it deems necessary.***

1. Each student must display a sincere desire to attend CPCS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15 "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."
2. Students must be able to meet the academic requirements of the School, and be willing to submit to the discipline required to perform successfully. (CPCS does not provide programs for severe learning disabilities or emotionally disturbed students.)

3. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission and continued enrollment.

## **B. DISCIPLINE**

At Cedar Park Christian Schools, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

**Acceptance and continuance as a student of Cedar Park Christian is conditional upon outward behavior and attitude toward the School policies and its mission.**

Discipline, in general, is training in processes, procedures, preparations, and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Parents, guardians, and students recognize and agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level (elementary, middle school, or senior high).

The following guidelines have been established for all students at CPCS.

1. Growing in Christian character includes, but is not limited to, the following:
  - a. Taking care of one's school
  - b. Obeying and respecting all school & church personnel
  - c. Being responsible for one's actions
  - d. Respecting other's rights, feelings, and property
  - e. Walking safely and acting orderly in the building, and staying in supervised areas
  - f. Making a determined effort to learn
  - g. Attending all classes; being on time and ready to work with the necessary learning materials
  - h. Identifying oneself by name if asked by a school or church staff member
  - i. Dressing appropriately
  - j. Knowing and obeying the rules of CPCS
2. Offenses resulting in discipline include, but are not limited to, the following areas:
  - a. Procedural offenses include, but are not limited to:  
***(Discipline procedures include, but are not limited to detention, fines, and other corrective measures.)***
    - 1) Chewing gum
    - 2) Running in hallways
    - 3) Tardiness
    - 4) Inappropriate dress
    - 5) Running inside the building
    - 6) Out of class without a hall pass
    - 7) Out of seat without permission
    - 8) Talking out of turn
    - 9) Eating or drinking outside of the lunchroom (unless specifically authorized)
    - 10) Entering the Sanctuary, unless for scheduled activity. Students enter the main church building through east or west side doors.
    - 11) Unauthorized use of telephones; **CELL PHONES SHOULD NOT BE TURNED ON DURING SCHOOL HOURS**, without permission from a staff member.
  - b. Attitudinal offenses include, but are not limited to:  
***(Discipline procedures include, but are not limited to detention, suspension and possible expulsion.)***
    - 1) Disruptive conduct

- 2) Misrepresentation/lying
  - 3) Disobedience
  - 4) Disrespect to faculty/staff member
- c. Moral offenses include, but are not limited to:  
***(Discipline procedures include, but are not limited to suspension, fines, mandatory drug testing and/or counseling, and immediate expulsion. Athletes will be immediately ineligible to participate in the current season.)***
- 1) Fighting
  - 2) Inappropriate language/swearing
  - 3) Bringing dangerous objects to school, including weapons of any kind
  - 4) Vandalism (damaging School, Church, or personal property)
  - 5) Use of drugs, alcohol, tobacco or vaping products
  - 6) Inappropriate physical contact (non-sexual or sexual contact)
  - 7) Theft
  - 8) Cheating
  - 9) Assault
3. Lunchroom rules, including but not limited to:
- a. Use quiet, normal conversation
  - b. Enter the lunchroom in a single line, quietly and orderly
  - c. Walk, do not run
  - d. Remain seated until excused
  - e. Use good table manners
  - f. Leave your individual eating area neat and clean (clean up after yourself)
  - g. Touch and handle your own food only
  - h. No food throwing, etc.
  - i. Do not leave the lunchroom without adult permission
4. Playground rules, including but not limited to:
- a. Remain in the designated play areas until permission is given to go elsewhere
  - b. Swings: sit only, no doubles, push from the back only
  - c. Return all equipment checked out to the supervisor
  - d. The following are strictly forbidden:
    - 1) Throwing rocks or sticks
    - 2) Piggyback games
    - 3) Keep-away
    - 4) Fighting
    - 5) Snowballs
5. Consequences of inappropriate behavior at each level will depend upon the severity, age of student, and repetition of behavior.
- Expulsion: Students who are expelled from the School are subject to the normal withdrawal procedures, including but not limited to **payment of the full semester's tuition** amount assessed under the Financial Policy section of this handbook.
6. It is expected that this plan will contribute toward a happy, positive school environment where students respect one another, are able to learn, and where Christ is glorified. Parents and students are required to read and discuss this policy, and to comply with all rules and regulations as established by Cedar Park Christian Schools.
7. Parents commit to regular monitoring of their child's use of social media and students commit to use discretion and maintain their Christian witness with regard to use of social media.
8. **ROLE OF AN EXCEPTION TO DISCIPLINE POLICY:**

***CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.***

## C. SEARCH AND SEIZURE POLICIES

1. Enrollment in CPCS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.
2. CPCS expressly reserves the right to search, including but not limited to: persons, automobiles, backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. CPCS expressly reserves the right and the parents and students grant the School the right to examine the electronic content contained in a cellular phone, laptop computer or other device confiscated at school and/or at any school sponsored activities.
4. **ROLE OF AN EXCEPTION TO SEARCH AND SEIZURE POLICY:**

*CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.*

## D. TELEPHONE USAGE

Students are permitted to use the school telephone in the School Office, with permission, in cases of emergency only. Students are not allowed to use any telephone, including but not limited to, cellular, digital or any other telephones **without authorization**. Cell phones should not be turned on during school hours, without permission from a staff member.

Parents who have a need to contact their student during the school day should call the School Office to have a message delivered. *With the permission of their supervising teacher, students may also come to the School Office to make an outgoing phone call to a parent as necessary.*

**By permitting students to bring cell phones to campus this will give families the ability to contact one another outside of the instructional day and in the case of an emergency.**

### CELL PHONE POLICY

Students are permitted to possess cell phones while on the Cedar Park Campus, however during the instructional day (including class time, passing periods, lunch, and zero hour, if applicable) they should be turned off. Students may use cell phones before school and after school. Any exception to this must be granted by, and under the direct supervision of, a school staff member.

A student who violates this policy may have their phone confiscated and returned at the discretion of the Administrator and generally only to the parent. A second offense within a school year may result in disciplinary action including, but not limited to, suspension.

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that student and does not apply to any other student.

We trust that parents will understand that this policy is necessary to preserve academic excellence and a learning environment with minimal distractions. As teachers and administrators, we believe this policy is needed to reclaim the minds and hearts of our students for the dual purposes of spiritual and academic growth. In addition to the benefits in the classroom for students, this will also allow us as educators to reinvest the time we have previously spent "policing" inappropriate cell phone use back into teaching and building positive relationships with students.

## E. BICYCLES, ETC.

Students are allowed to ride their bikes to school if a signed release and authorization from the parents has been submitted to the School Office. Once they are on campus, the bikes are to be locked up in the designated area until after school. They may not be used during the school day. Unauthorized use of other modes of transport are not permitted.

## **F. EXTRACURRICULAR ACTIVITIES**

Students are able to participate in a number of different types of extracurricular activities including student government, athletics, cheerleading, etc. Students desiring to participate in activities or programs that require spring tryouts (including summer league activities) or elections must be currently enrolled Cedar Park Christian students, **and must be officially enrolled for the following school year.**

## **G. LUNCH POLICY**

Students may bring their own lunch. Beverages may be available for purchase. **ALL FOOD ITEMS MUST BE EATEN IN THE LUNCHROOM** and may not be eaten anywhere else on campus, unless specifically authorized.

Violations during the lunch period will be handled in accordance with the CPCS Discipline Policy as defined under Section IX, B (Student Policies -- Discipline) of this handbook.

## **H. SCHOOL VEHICLE RULES**

**The following are rules relating to students riding in school vehicles, including, but not limited to:**

1. Students being transported are considered under the authority of the vehicle's driver.
2. Students may not sit in the driver's seat, operate controls, or be in the driver's area.
3. Fighting, wrestling, or boisterous activity is prohibited in the vehicle.
4. Students shall use the emergency door only in case of emergency.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the vehicle.
6. Students shall remain seated while the vehicle is in motion.
7. When necessary to cross the road, students shall cross in front of the vehicle or as instructed by the driver.
8. The driver may assign students seats.
9. Students shall not open or close windows without the permission of the driver.
10. Students shall not extend their hands, arms, legs, or heads, etc., through the windows.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall keep the vehicles clean, and must refrain from eating in the vehicles, or otherwise damaging them. Water is the only beverage allowed on school vehicles.
13. Students shall be courteous to the driver, to fellow students, and to passers-by.

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# **XI. DRESS AND GROOMING GUIDELINES**

## **A. GENERAL GUIDELINES**

CPCS represents a multitude of Christian denominations and families that have a variety of perspectives regarding dress. It is the School's desire to reflect and present a neat and modest image for our families to the community. While some attire may be acceptable for Christians to wear in other environments, it may not be appropriate for School.

Everywhere in life people are given dress standards when they choose to be a part of an organization. From McDonalds, to the armed services, to post office employees, to the Supreme Court of the United States, people are required to conform to particular styles of attire if they choose to be a part of the institution. It is not considered unusual or cruel to have standards of dress in order to present a specific image.

Cedar Park's dress guidelines are not an attempt to judge one's spirituality or impose ultra-conservative values on families. Each individual should be recognized for his/her effort, abilities and spirit. Acceptability of dress should not determine the acceptability of the student. The goal is to reflect what we feel are commonly accepted Christian values and to encourage Christian young people to be concerned with the Biblical principle of *modesty*. CPCS assumes parents will honor this intention and will assume the responsibility for guiding their children in this area.

Secondary students are especially expected to honor the Lord in their daily attire. While some students may not agree with all guidelines and expectations, it should be recognized that they chose to attend Cedar Park Christian Schools and will therefore respect the authority of the School in its attempt to administer a fair and consistent dress standard. School administration is the final authority on acceptable school attire.

**CHAPEL DAYS:** Specific Chapel attire guidelines are indicated below. *Students who are not dressed for Chapel may be sent home or their parents will be called to bring appropriate clothing. Students may not return to class without Chapel attire. Students will remain in Chapel attire throughout the school day.*

**Emphasis should be placed on the fact that Cedar Park Christian Schools are Christian institutions, and the clothes that students wear should reflect a Christ-like attitude. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the School, is not acceptable. A high standard of courtesy and etiquette is to be maintained.**

***Clothing must be appropriate, neat, clean, and modest.***

## **B. CEDAR PARK DRESS CODE GUIDELINES**

The following dress guidelines apply to all Cedar Park students. In general, clothing should be modest, in good taste, and not attract undue attention to the wearer.

- **DRESSES/SKIRTS:**

- a) Dresses and skirts must reach the top of the kneecap when standing upright.
- b) The student's attire must not be excessively tight and should allow for movement.
- c) Skirt slits must be no more than 2 inches above the knee.

- **SHIRTS/SWEATERS:**

- a) Shirts and sweaters must not be tight fitting.
- b) Shirts and sweaters must have sleeves and cover the midriff area completely.
- c) Under layer garments should not be seen.
- d) Necklines must not reveal cleavage, or be low-cut in the back.
- e) Tailed shirts must be tucked in at all times.

- **PANTS:**

- a) Pants must not be tight fitting or sagging.
- b) Shorts are permitted only if they cover two thirds of the thigh and are not athletic shorts.
- c) Leggings may not be worn as pants.
- d) Jeggings, yoga-type, and sweatpants are not permitted.
- e) Dressy, nylon-type, athletic warm-ups are permitted.



- **FOOTWEAR:**
  - a) Shoes must be worn at all times. Flip-flops are not permitted.
- **HAIR:** (must be neat, clean, and appropriate)
  - a) Males: No facial hair or ponytails, etc., are permitted. Hair may not extend below the eyebrows, the collar, and the middle of the ear. Sideburns may not extend below the bottom of the ear.
  - b) Males & Females: Unnatural hair colors are not permitted.
- **MISCELLANEOUS:**
  - a) Hats and hoods of any kind may not be worn indoors.
  - b) Tattoos (permanent and temporary) are not permitted.
  - c) Body piercing is not permitted except for pierced ears for females.
  - d) Boys may not wear earrings.
  - e) Jewelry or clothing with advertising or logos promoting alcohol, drugs, secular rock music culture, crude or other inappropriate verbiage, is not permitted.
  - f) Make-up should not attract undue attention and is not permitted before 6<sup>th</sup> grade.
  - g) All clothing must be free of holes or tears.
- **CHAPEL DAY ATTIRE:**
  - a) Females: Dresses and skirts that adhere to the general Dress Code Guidelines. Dress shoes are required.
  - b) Males: Dress shirt with tie, dress slacks with belt, dress shoes and socks. A sweater or a sports jacket may be worn over the dress shirt.
  - c) Students are to remain in Chapel attire for the entire school day.
  - d) No sweatshirts may be worn to school on Chapel Days. Students should wear other appropriate jackets or coats if the weather dictates.
- **DRESS CODE VIOLATIONS:**
  - a) Students who receive a Dress Code Violation are addressed individually and given a written notification regarding the violation to give to their parent/guardian.
  - b) **Dress code violation disciplinary actions may include:**
    - Verbal Warning
    - Chapel Attire for 5 days (in addition to Chapel Day)
    - In-School Suspension
    - Additional actions as deemed appropriate by administration

### ***C. PHYSICAL EDUCATION UNIFORMS***

All secondary students are responsible to purchase, and are required to wear, CPCS issued P.E. uniforms for P.E. classes. These uniforms may not be worn at any other time. After P.E., students must change back into their regular clothes. P.E. uniforms must be laundered at least once per week.

### ***D. ATHLETIC EVENTS, FIELD TRIPS, AND SCHOOL PROGRAMS***

CPCS intends to display attitudes of respect and modesty when traveling off the school grounds. Except when specifically instructed otherwise, the dress code for Chapel days will be enforced for all participants of CPCS special events including, but not limited to field trips, school programs, and athletic events. Chapel attire is required for all athletes on game days.

All CPCS student spectators or audience members must adhere to the standard dress guidelines outlined above. This includes all athletic events, concerts, plays, or other school events.

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## **XII. ATTENDANCE POLICY**

Regular and punctual attendance is essential for success as a student. Absences and tardies interrupt the process of learning for all students. Therefore, in order to maximize the learning experience, Cedar Park Christian discourages unnecessary absences and vacations on school days. To be excused, an absence must be due to an unavoidable emergency or illness. In some cases, other reasons may be accepted if previous arrangements are made.

Cedar Park Christian Schools (CPCS) are "**closed campuses.**" Students **may not** leave the school at any time without checking out in the School Office. Only CPCS graduates and parents are allowed to visit campuses during school hours; however; **ALL visitors are required to check-in with the School Office to obtain a Visitor's Pass.**

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### **A. ABSENCES**

1. If your student is ill or prevented from attending by some other emergency, it is recommended that parents email or call the School to report their student's absence.
  - a. **PRESCHOOL & ELEMENTARY ABSENCES:** When your elementary or preschool child is unable to attend school, please communicate directly with your teacher that same day. The communication may be done in person, by phone, or via email.
2. Students will be allowed a maximum of 15 excused absences per semester.
3. Secondary Students - Action required after an excused absence:
  - a. Students must report to the School Office with a written excuse from the parent/guardian. The note must include the student's name, date of absence, the specific reason for the absence, and the parent/guardian's signature.
  - b. The student will then obtain an Admit/Tardy Slip in order to return to class. If an excuse is not received, the absence will remain unexcused.
  - c. **It is the student's responsibility to make up missed work.** The student is responsible to get all required assignments from the teacher and turn them in by the assigned deadline.
4. **Secondary Students - Excessive Absences:**
  - a. A student will receive a grade of "F" as well as not receiving credit in a course in which he/she has exceeded 15 absences (per semester), excused or unexcused. This includes absences for medical appointments and illnesses.
  - b. A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review.
  - c. Chronic absence may result in dismissal.
5. **Secondary Students - Unexcused Absences:**
  - a. Unexcused absences are those absences that are not pre-arranged and not excused by the School Office.
  - b. Illnesses are also considered unexcused until a written excuse is filed on the day of return.
  - c. Students will not be allowed to make up work missed due to an unexcused absence.
  - d. A second unexcused absence may result in a 2% reduction in a student's quarter grade, and an additional 2% for each succeeding unexcused absence.
6. **Pre-Arranged absences:**
  - a. If a parent knows in advance that the student will be absent, a "Pre-Arranged Absence Form" **must** be submitted to the School Office. The student is to take the form to each of his/her teachers to be completed and then submitted to the School Office one week prior to the absence.

- b. Assigned work must be completed in advance or is due immediately upon return to School unless other arrangements have been made with the individual teacher.
- c. If teachers receive less than one week's notice, they are under no obligation to accept work due, or give credit for tests assigned during the absence.

#### 7. ROLE OF AN EXCEPTION:

*CPCS reserves the right to grant an exception on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS. The School reserves the right to dismiss students at any time for any reason it deems necessary.*

### **B. TARDIES**

1. A student arriving on campus late or after the tardy bell has rung is required to obtain an Admit/Tardy Slip from the School Office. The student will not be admitted to class without an Admit/Tardy Slip.
  - a. Elementary students must have a written excuse from their parent/guardian unless the parent/guardian signs in the student inside the School Office.
  - b. Secondary students must have a written excuse from their parent/guardian to receive an Admit/Tardy Slip unless the parent/guardian signs in the student inside the School Office. Students who are held in a class by a teacher causing them to be late to their next class must present a written excuse from the teacher to the School Office to receive an Admit/Tardy Slip. Students will not be admitted to class without an Admit/Tardy Slip from the School Office.
2. More than 5 tardies to any given class per quarter may result in the student's quarter grade being lowered by 2% for the 6th tardy (excused or unexcused), and 2% for each succeeding tardy. Chronic tardiness may result in dismissal from the School.

### **C. ARRIVAL/DISMISSAL PROCEDURES**

1. Please do not drop off your child any earlier than 20 minutes before classes begin. Supervision of elementary students will not begin before that time. Teacher supervision will conclude 20 minutes after school is dismissed. Any student in kindergarten through sixth grade remaining past that time will be taken to EXTENDED CARE and charged accordingly. All secondary students must be off campus by 20 minutes after dismissal, unless the student is in an organized tutorial, scheduled athletic practice, adult supervised situation or event.
2. Students who arrive at school after the last bell has rung must check in at the School Office and receive an Admit/Tardy Slip to get into class. Students must submit a written excuse from a parent unless the parent/guardian signs in the student inside the School Office.
3. We discourage early dismissals from school, yet it is sometimes necessary to obtain doctor or dental appointments during school time. If so, we request that a written excuse be sent to the School that morning. Parents finding it necessary to pick up their child early must check with the office first. ALL STUDENTS MUST BE SIGNED OUT prior to being released. Students will be called from class once the parent comes to sign them out. Students will not be allowed to wait outside the classroom.

## **XIII. CPCS EXTENDED CARE PROGRAM**

The goal of the Extended Care Program is to provide a safe environment for children during the hours before and after school while parents are at work. This program may not be available at all campuses. Where offered, it is open to any child attending CPCS in **kindergarten through 6<sup>th</sup> grade**, subject to space availability. Parents may apply to enroll their child in Extended Care through the School Office. This program is operated on an hourly fee basis with a required yearly materials fee.

## **A. ENROLLMENT AND ADMISSION**

The CPCS Extended Care program is open to any child attending Cedar Park Christian Schools in kindergarten through sixth grade at campuses where this service is offered. You may enroll your child in this program by completing the Extended Care Enrollment Form and submitting the required non-refundable Extended Care Materials Fee at the time you register your student for school. You may enroll at any time throughout the year if there is space available. Drop-ins are accepted on a space-availability basis only. For times available contact the School Office.

## **B. DROP-IN STUDENTS**

The Extended Care program is available on a drop-in basis if space is available (**CPCS students only**). Because we are concerned for the safety of our students, any teacher or staff member may send students who are left unsupervised at the School to the Extended Care Program. Parents will be charged for this service.

## **C. EXTENDED CARE ACTIVITIES**

Morning activities include a quiet time of reading books, playing quiet games, and occasional gym time or art activities. Afternoon activities include a snack time, a short quiet period, playtime outside or in the gym (when available), study and homework time, games, art activities, and clean-up time. Videos are used on a restricted basis, and will only include "G" rated movies.

## **D. SNACKS**

There are no snacks provided in the morning, however your child may bring a snack if they were not able to eat a good breakfast before leaving home. Snacking is allowed on an individual basis in the morning. Snack is provided in the afternoon. Every effort is made to provide nutritious and interesting snacks for your child. A monthly menu may be posted in the Extended Care room.

## **E. PROCEDURES**

All students attending CPCS Extended Care **MUST** be signed in and out by adults authorized to transport the child. These adults must be listed on the student's registration form. Please use your full signature to sign your child in or out so that we may best protect your child.

Please let your child know if you want them to go to Extended Care in the afternoon. They are to go directly to Extended Care immediately when school is dismissed, at which time the teacher will sign them in. Please come to the Extended Care room to pick up your child when you arrive in the afternoon. Every student **MUST** be signed out by an adult authorized to be with your child before leaving the room. **If students leave Extended Care without being signed out, the parent will be charged for the entire afternoon.**

## **F. BEHAVIOR MANAGEMENT AND DISCIPLINE**

CPCS Extended Care tries to teach children how to solve conflicts as Jesus has directed in the Bible. **Please refer to Section IX, B (Student Policies -- Discipline) of this handbook.**

## **G. MEDICATION**

Medication will not be administered during extended care hours.

## **XIV. CPCS SECONDARY AFTER-SCHOOL POLICY**

All students must be off campus by 20 minutes after dismissal, unless the student is in an organized tutorial, scheduled athletic practice, adult-supervised situation or event.

## **XV. CPCS CHILD CARE PROGRAM**

Cedar Park Christian Schools' Child Care Program is distinguished by its excellence in early childhood care. The child care hours are from 7:00 am to 6:00 pm, Monday through Friday, except for certain holidays. We provide structured classes, morning and afternoon snacks, naptime, and creative play both indoors and outdoors.

The CPCS program provides child care in a wholly Christian context. Weekly Chapel times, Bible stories, prayer, and Christian songs are a significant part of our daily program. We seek to build self-esteem in children by teaching them of God's love for them. We promote positive character qualities such as love, joy, patience, kindness, and self-control through the use of Biblical examples. The CPCS Child Care Program procedures and policies as outlined in this handbook apply only to the CPCS Child Care Program. Program availability varies from campus to campus.

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### **A. ENROLLMENT AND ADMISSION - CHILD CARE PROGRAM**

The CPCS Child Care Program is open to any child attending preschool at Cedar Park Christian Schools on campuses where this service is offered. You may enroll your child in this program by completing a student application, at any time throughout the year if there is space available. For more information, please contact the School Office.

### **B. WITHDRAWAL AND SCHEDULE CHANGES - CHILD CARE PROGRAM**

If you wish to change the days or hours your child attends the center, or if you are withdrawing your child, please ask the teacher for the appropriate notification form. Written notification is required for child care schedule changes and withdrawals. The director must approve schedule changes. Please submit the form **30 days prior to change date**.

A change of child care services will be allowed twice per school year. Additional changes will incur a transaction fee of \$30 for child care with preschool programs.

For students withdrawing from the child care program, a **written** notice of withdrawal must be submitted to the School Office **thirty days** prior to the withdrawal date. Failure to submit a completed Notice of Withdrawal form thirty days prior to withdrawal results in the assessment of a penalty equal to one-tenth of the annual child care tuition amount.

All fees and fines must be paid, and all books, school materials, etc. must be turned in prior to the final withdrawal of the student. Requests for the transfer of records are processed only when the family's financial account is current.

An exit interview with a school administrator is required in order to complete the withdrawal process.

### **C. PROCEDURES - CHILD CARE PROGRAM**

1. All students attending CPCS child care **MUST** be signed in and out daily with the correct time by parents/adults authorized to transport the child. These adults must be listed on the student's

registration form and/or as an emergency contact with the School or center. Please use your full signature to sign your child in or out so that we may best protect your child and comply with licensing regulations. Siblings under 18 years of age MAY NOT sign out your child. If someone who is **not** listed as an emergency contact needs to pick up your child, we must have direct, verifiable permission from the parent/guardian. Please update your emergency contacts as soon as a change is made.

2. **Clothing and Personal Items:** You must provide your child with one full change of clothing (including underwear) to be kept at the center. It is normal behavior for children to have occasional accidents. We will clean them up and help them change into dry clothing. All items should be clearly marked with your child's name. No flip flops are allowed. Child care children must bring a blanket to be used at naptime. Be sure your child's name is on the blanket (or we will write it there for you in permanent ink). **On the last day of the week you will take your child's blanket home. Please launder it and return it to the center on the next school day.** Lynnwood campus parents must supply disposable diapers and wipes for their child, if applicable.
3. We encourage outdoor play each day, so your child should come prepared with sufficient clothing for the outdoors. Jackets, boots, and hats must be clearly marked with your child's name. Zippers, buttons, and fasteners must work properly.
4. **Food, toys, and personal items cannot be brought to the center.** However, if you wish to send treats for your child's birthday, please notify the teacher or School Office in advance.
5. **Field Trips:** We have occasional field trips around the Seattle area. You may be asked to sign a permission slip for each trip and pay for any admission fees, transportation costs, etc. Parents are encouraged to accompany us as helpers and to participate in your child's experiences *after* they have approval and clearance according to the State licensing RCW43.43.830 through 43.43.845 (background check). Clearance must be made at least 3 days in advance.

#### ***D. SCHEDULES AND HOLIDAYS - CHILD CARE PROGRAM***

1. You may visit our School or center at any time and observe our classes in session. Please check in at the office first to obtain a visitor badge. If you call in advance and make an appointment, the director will accompany you through the center and answer any questions.
2. The following is a typical daily schedule:

Snack time  
Learning activities  
Learning centers and art  
Bathroom  
Outside recess/playtime/circle/bible time  
Art and centers  
Bible time/movement/outside playtime  
Bathroom  
Lunch  
Quiet time  
Snack/bathroom  
Outside recess/large motor play  
Art/self-guided, teacher-guided activities  
Evening snack

**Closing Time** - Please be prompt in picking up your child to avoid a *late penalty*. Cell-phone time is used to determine late penalty charges of \$1.00 per minute after 3:00 pm (for option1), and 6:00 pm (for option 2).

***Please note that the schedule is subject to change as determined by CPCS.***

3. Emergency Closures

The goal of Cedar Park Christian Schools is to establish a safe and consistent teaching environment for both students and employees. Although every effort is made to open on time

during inclement weather, schools may need to close because of safety concerns. **In cases of inclement weather conditions, Cedar Park Christian Schools will follow the local public school closure/delay announcements as listed below.** If there is a delayed start, the morning preschool classes will be cancelled, and childcare will open two hours late.

Bothell Campus: Northshore School District    Kenmore Campus: Northshore School District  
Bellevue Campus: Bellevue School District    Lynnwood Campus: Edmonds School District  
Mill Creek Campus: Everett School District

4. Schedule of Holiday Closures:

- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve, Christmas Day, day after Christmas
- New Year's Eve, New Year's Day
- Memorial Day
- Independence Day

## ***E. SNACKS AND LUNCH - CHILD CARE PROGRAM***

Snacks are scheduled three times each day, and follow Washington State Health Department child care menu guidelines. Monthly menus are posted in each preschool classroom.

## ***F. HEALTH POLICIES - CHILD CARE PROGRAM***

Children who come to our preschool, pre-kindergarten, and child care are expected to participate in all class activities, including outdoor play. ***We do not have sufficient staff to supervise children who must be separated from the group.*** Therefore, if you feel your child is too ill to play outside or participate in any other daily activity, please do ***not*** bring him/her to school that day. Children may return to school when they have had no symptoms for at least 24 hours, or if they have written permission from a doctor indicating that the condition is not contagious. In order to insure the health and safety of all childcare students, we ask that you observe the following guidelines:

1. **Keeping Sick Children at Home:** Children may not come to school if they have any of the following symptoms:
  - a. Fever of 100 degrees (under arm) or greater, and/or any of the following symptoms: diarrhea, earache, sore throat, rash, and signs of irritability or confusion
  - b. Vomiting in the last 24 hours
  - c. Two or more episodes of diarrhea in the last 24 hours
  - d. Draining rash or sore
  - e. Fatigue preventing the child from being a part of regular activities
  - f. Drainage from the eye, or pink eye, not associated with allergies
  - g. Lice and scabies - children/staff may return after treatment with **NO** nits visible

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2. **Children Who Become Sick at School:** If a child becomes ill or injured while at school, parents will be notified. If the parent cannot be reached, we will call one of the alternate contacts listed on your registration form. Since we do not have the staff or facilities to care for sick children, they ***must*** be picked up and taken home to an alternate caregiver as soon as possible. Please make sure that someone is available at all times to pick up your child if he/she is too ill to remain in school.

3. **Allergies:** In order to protect the health of your child, please provide a signed doctor's statement concerning any food allergies affecting your child. Children with multiple food allergies may be asked to bring their own snacks.
4. **Communicable Diseases:** Some communicable diseases must be reported to the local health department. The following list of reportable communicable diseases includes these most commonly found in child care settings:  
 Hepatitis, Giardiasis, Tetanus, Measles, Salmonella, Campy, Meningitis, Higella, Typhoid, Fever, Rubella, Pertussis, Listeriosis, Yersioniosis, Tuberculosis, E. Coli, Poliomyelitis, Diphtheria, Rheumatic Fever, AIDS, Chicken Pox, Meningoccal Disease, Hemophilia, Mumps, Influenza  
  
 If your child is diagnosed with a communicable disease, please contact us so that we can inform the public health nurse. This is the only way to keep all of us (including the general public) informed, so that we can all protect our children. When your doctor believes your child is no longer contagious and is able to function normally at school, a note from your health care provider will allow your child back in our preschool/child care.
5. **Medication:** Ideally, all medication should be given at home. CPCS recognizes that some students may have special needs that require medicine to be administered during school hours. If this should occur, the parent/guardian must submit a Medication Authorization Form, with written permission, dosage and times given, and applicable signatures. This form must accompany the medication or prescription, which must be in the original container. According to WAC 388-150-230 we may give antihistamines, non-aspirin pain relievers, cough medicine, decongestants, anti-itching creams, and sunscreen without written permission from your doctor if the medication has the dosage for your child's age on the label. *We are not permitted to administer medications without proper authorization. Medications will not be dispensed without a signed Medication Authorization form on file. We cannot administer natural, herbal, or home-made remedies.*
6. **Emergencies:** Our staff meets all legal requirements in first aid training, including cardiopulmonary resuscitation (CPR). If necessary, we will call 911 immediately and continue to give care until medical help arrives. The child will be transported to the nearest hospital. All efforts will be made to reach the parent/guardian immediately.
7. **Disinfecting, Laundry, and Hand-Washing Procedures:** A strict regimen of hygiene is followed to protect our children and staff from disease. All staff members wash their hands after using the toilet, wiping noses, or making contact with any bodily fluids, and before handling any foods. The children are taught to do the same. Hand washing consists of using soap, rubbing thoroughly, and rinsing under warm running water. We disinfect our toys weekly and wipe down the sleeping mats with disinfectant. Our mat sheets are washed weekly in hot water, detergent, and bleach. You will be expected to take your child's blanket home each Friday, launder it, and bring it back Monday morning.

## **G. DISCIPLINE POLICIES - CHILD CARE PROGRAM**

This child care center uses indirect guidance techniques:

1. **We attempt to consistently give forewarning:** "You have 5 more minutes to play before it is time to clean up."
2. **We attempt to consistently give choices:** "You may paint with the other children, or you may read a book in the 'Quiet Corner.'"
3. **We attempt to have a regular routine:** We always wash our hands before lunch. After lunch we go to recess.
4. **We attempt to consistently avoid nagging:** We tell the child what we expect just once, follow through by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
5. **We attempt to be consistent:** We do things the same way each day so the children know what to expect, learn to trust, and feel safe in their environment.



We also use direct guidance techniques:

1. **We attempt to consistently use the affirmative:** "Walking feet indoors" rather than "Don't run," or "Use words to tell us you're angry" rather than "Don't hit."
2. **We attempt to consistently get a child's attention** by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
3. **We attempt to be fair.** We examine our expectations to make sure they are age-appropriate.

If a child is unable to demonstrate self-controlled behavior, a brief quiet time results so that the child can regain control. Quiet time occurs only when other measures fail and is used as an opportunity for the child to regroup, not as a punishment.

By law and according to our program policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, labeling ("bad", "naughty", etc.) or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

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