

VITAL INFORMATION YOU NEED TO KNOW!

(Please read and then initial each number before returning to school.)

- _____ 1. **DROPPING OFF AND PICKING UP CUBBY CARE KIDS**
 - A. Cubby Care children (infants – age two) must be brought to and picked up from the cubby care room. Those who do so may use the exterior door in each of those rooms or the carline doors. However, between 7:30 – 8:00 a.m. and 3:00 – 3:30 p.m. those who do so must park in a parking space on the parking lot -- unless they have another child in K3 or above. In that case, please read “B” below.
 - B. Parents who have children in Cubby Care, from 3:00-3:30 may park in a parking space at the front of the school and enter through the front entrance. After picking up child from Cubby Care, the parent may then step to the door of the car line and ask the car line worker with the microphone to call for their older child.
- _____ 2. **DROPPING OFF AND PICKING UP THOSE AGE 3 THROUGH GRADE 12.**
 - A. Students age three and above enter and exit the building through the doors under the drive-through shelter.
 - B. The entrance near the flags will be locked from 7:40 to 8:05. As all schools do, we must limit drop-off to a designated and supervised area.
 - C. End doors near playground are emergency exits only and are never used.
 - D. If you wish to escort a student to a classroom, park in parking lot next to playground, remain in your car until take-in bell rings and then escort the student in.
 - E. Parents of students age three and above must go through car line in the afternoon for pick-up. Neither walk-ups, going to a classroom, or calling for student at the office is permitted. **THIS IS FOR EVERYONE'S SAFETY.**
 - G. **ALL PARENTS IN K3, K4 AND K5 ARE TO GO THROUGH THE CAR LINE LANE NEAREST THE BUILDING.**
 - H. **ALL OTHER PARENTS ARE GO THROUGH THE CAR LINE LANE NEAREST THE ROAD.**
- _____ 3. **THE EARLIEST YOU CAN DROP OFF OR THE LATEST YOU CAN PICKUP WITHOUT ADDITIONAL CHARGE?** School doors open at 7:40 and dismissal is at 3:10. If you want to drop off students at 7:30, having them to wait outside until the doors open at 7:40, you may do so. **Parents need must be mindful of inclement weather and outside temperature on cold mornings and ask if they are OK with their child standing outside until doors open.** An adult supervisor will be outside under the shelter no later than 7:30. Afternoon pickup line will have workers up to 3:25. **Students who enter the building before 7:40 and those not picked up by 3:25 go into after school care, and parents will be charged a modest fee for this.**
- _____ 4. **TARDIES.** Those who are tardy interrupt the instructional time of other students, harm their own education, and create more work for teachers. Punctuality is an important life skill to learn and is essential to success in life. It is not fair to the other students and parents for a class to be continually interrupted by tardy students. It is not unreasonable for the school to expect students to be on time. We understand there will be an occasional, unavoidable tardy. Therefore, students in K5 – G12 are allowed fifteen tardies per school year. Parents need to keep in mind that they will be charged \$5.00 for each morning tardy over fifteen.
- _____ 5. **EARLY DISMISSALS.** Anytime a class is interrupted it has a negative impact upon learning. We understand that there are doctor's appointments and family plans that make it necessary for a student to leave early. However, it is not unreasonable for the school to expect classroom disruptions to be kept to a minimum. In grades one through twelve, students will be permitted five early dismissals per semester. Beyond that, parents need to keep in mind that they will be charged \$5.00 for each additional early dismissal **Any time a student is called for at the office it will be treated as an early dismissal.**
- _____ 6. **ABSENCES OVER TEN.** South Carolina law (69-65-50) requires that students in grades one through twelve be in attendance 170 out of 180 days of school. All absences excused and unexcused, over 10 are unlawful. Once absences have exceeded ten, parents will be required to have a doctor's excuse. Parents must understand that absences create extra work for teachers who must reschedule quizzes and tests and help students make up work missed. **There will be a \$5.00 charge for each unexcused absence over ten.**
- _____ 7. **LONG TERM ABSENCES** that are over eight days in duration will require a doctor to complete a “Long-term Absence Form” supplied by the school. Forms are good for six weeks, are required by law and are a prerequisite for a student with a long-term absence to be promoted regardless grades, test scores, etc.
- _____ 8. **WHAT TO DO IF YOUR CHILD CRIES THE FIRST DAY OR THE FIRST WEEK?** Both temperament and maturity influence a child's crying. Some children will cry, regardless of what parents do. Some children will cry, scream, cling, and plead for a parent not to leave. However, this same child will immediately stop crying, start talking and playing the moment the parent is

out of sight. **Assure** your child that he is safe, that you will be back, that you can be reached by phone, and that going to school is important. THEN WITH A FIRM RESOLVE, TURN AND WALK AWAY, NOT LOOKING BACK.

It is best to go through carline if your child is clingy. Our carline workers are trained to take crying students from the car and take them to class until child is ready to go on his own. Going through carline can save parents a lot of frustration and grief.

We are accustomed to some children crying the first few days. It is normal.

9. **Parents are asked not to enter a classroom after the first week of school. Please stop in the hallway at the door.** This is for everyone's safety, and it is important that students be permitted to grow up.

10. YOUR LUNCHROOM OPTIONS

- A. We have breakfast items, plate lunches, short order items, milk, juice, fruit, salads, snacks, and candy for sale at a very reasonable price. (See enclosed food service sheet.)
- B. You may send snack and lunch items in a lunchbox. If you do, be sure to include two drinks if your child has a snack break and lunch. There is no way to keep opened drinks, and they cannot be put into lunchboxes. **Also, be sure to enclose napkins, plastic spoons, forks, etc. as needed.**
- C. An after-school snack is recommended for the students that will be here as late as 4:00.
- D. No microwave available.

11. **IF YOU NEED BEFORE SCHOOL CHILD CARE AND/OR BREAKFAST AT SCHOOL.** If you prefer, we will provide morning child care beginning at 7:00 for a small fee. There are breakfast items available for purchase in the lunchroom during this time. Many students will use this time to eat breakfast.

12. **IF YOU NEED AFTER SCHOOL CHILD CARE.** We provide after school child care until 5:30 for a small fee.

13. **LUNCHBOXES** MAY NOT HAVE CHARACTERS ON THE OUTSIDE. BE SURE TO PUT YOUR CHILD'S NAME AND GRADE ON EACH END OF THE LUNCHBOX BEFORE SENDING TO SCHOOL. MANY LOOKS ALIKE!

14. **WHAT ARE YOUR OPTIONS WITH MEDICATIONS?** Prescription or non-prescription medication will be administered at school only when required to be given four times a day or more, or when prescribed to be given at a specific time during the school day (as at noon). The school does not furnish any medication. Medication to be taken at school must be brought from home. All medication must be in the original container (prescription or non-prescription). The parent or guardian must sign a written request and consent form for a student to take medication at school, including non-prescription medication. If a student brings an **IDENTIFIABLE or UNIDENTIFIABLE** medication to school without a signed written request and consent form from a parent, the school will take the medication from the student. The parent will be notified to pick up the medicine from the office. A medication request and consent form must be filled out each year for each medication. Forms will not be carried from one year to the next. Medication Request and Consent Forms available at carolinachristian.org under "General Information," "Forms."

15. **BE SURE TO PUT YOUR CHILD'S NAME IN ALL JACKETS AND SWEATERS.** We give away uniform items worth \$1,000's every year because there is no name on the article of clothing.

16. **LATE CHARGES.** After the 10th, a \$20.00 late charge is added if the account is not current. An additional \$20.00 is added after the 20th (NO EXCEPTIONS).

17. **ACCOUNTS NOT PAID AT MONTH'S END.** CCA will no longer be able to carry over a balance from one month to the next. For students to be admitted to class on the first of a month the previous month must be paid in full.

18. **RETURNED CHECKS.** If your bank does not honor your check, a \$35 charge will be added to the amount that the check is written for. It is due within 10 days after you are sent notification. **Once two checks have been returned for the same person within a school year, the school will no longer accept checks from that individual.**

19. **NO SOLICITATIONS.** The school has a "**NO SOLICITATIONS**" policy. This means that no one, no parent, student, or employee, may ask anyone to buy something or to support a cause.

Please print your name: _____