

VITAL INFORMATION YOU NEED TO KNOW!

1. **___ DROP OFF IN K3, K4, K5: Students in K3, K4, and K5**, the first week of school, Monday, August 16 - Friday, August 20, may be escorted to a classroom door by one parent. Parents may not enter the classroom. Beginning the following week, all K3, K4, and K5 children must be dropped off in carline.
2. **___ DROP OFF IN G1 – G12: From the first day of school, August 16th, all students in G1 – G12 must be dropped off in car line.** No adults will be permitted to walk these students to class. We will have staff available to assist the children to their class, and we will all work together to reassure the children that may be fearful or crying.
3. **DROP OFF IN CUBBY CARE: For families that have children in Cubby Care, there are two options.**
 - A. **___ Age two and younger children must always be taken to their room's outside door and picked up there regardless the time of day.** You may walk to the outside door of the child's classroom and drop off the Cubby Care child, and then you may escort older students to the carline door.
 - B. **___** You may drop K3-G12 students off in carline and then park car in parking lot near playground and take the Cubby Care child to the outside classroom door. **Age two and younger must always be taken to their rooms outside door and picked up there regardless the time of day.**
4. **___ 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.** Our carline workers are trained to take crying students from the car and take them to class. We are accustomed to some children crying the first few days. It is normal but it does not last for long.
5. **___ BEFORE AND AFTER SCHOOL CHARGES?** School doors open at 7:40 and dismissal is at 3:10. If you want to drop off students a few minutes early, having your children stand outside until the doors open at 7:40, you may do so. **Parents need to keep in mind inclement weather and outside temperature on cold mornings and ask if they are OK with their children standing outside until doors open.** An adult supervisor will be outside under the shelter at 7:30. 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 childcare, and parents will be charged the published fee for this.**
6. **___ WALK YOUNG CHILDREN TO LUNCHROOM: If your child will be needing before school care (6:30-7:40), you will need to walk him/her to the cafeteria the first few times** if they do not know where to go. Please park in a parking space marked for VISITORS at the front or park in a space in the parking lot on the playground side of the building. Students will need to sign in with the staff member on duty upon arrival in lunchroom. Students will stay in the cafeteria until 7:40am.
7. **___ BREAKFAST AT SCHOOL:** If you choose for your child to be in before school care, there are breakfast items available for purchase in the lunchroom during this time. Breakfast items must be paid for in cash when ordered.
8. **___ AFTER SCHOOL CHILD CARE UP TO 5:30:** We provide after school childcare until 5:30 for a small fee.
9. **___ SCHOOL ISSUED ID TAG:** One student ID car tag is given to all parents at the beginning of the school year. If someone comes through the car line and does not have a school issued ID tag hanging from the rear-view mirror, no student will be called. Additional tags are \$2.00 and may be purchased by calling 803-285-5565.
10. **___ IF DRIVER HAS NO ID TAG:** If anyone picking up a student does not have the proper ID tag, they will be instructed to pull around to the front parking lot, park, go in to office and explain the problem. If the person is other than a parent or guardian, the office will need the approval of a parent or guardian to issue a new ID tag which cost \$2.00.
11. **___ AGAINST THE LAW TO PARK IN FIRE LANE:** At no time may a person park anywhere other than in a parking space, NEVER NEXT TO SIDEWALK WHICH IS A FIRELANE.
12. **___ DO NOT BREAK IN LINE:** Car line will form on the playground side of the road. No cars will be permitted to enter the carline from the other side of the road. Car line will only flow in one direction only and forms from the rear.
13. **___ TARDIES:** At CCA, kindergarten begins with age three. Tardy students 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. Beginning with age three, all students are expected to be in their classroom before the tardy bell rings. We understand there will be an occasional, unavoidable tardy. Therefore, students are allowed fifteen tardies per school year. Parents need to keep in mind that they will be charged \$5.00 for each morning tardy more than fifteen **and this begins with three-year olds.**

14. ____ **EARLY DISMISSALS:** Parents wanting to get a student out early will need to park in a parking space near flags, call the receptionist and tell her who is needed. She will have the student come and, for younger children, the parent will need to be standing near the door to get the student when they come out the door.
15. ____ **EARLY DISMISSALS OVER TEN:** 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.
16. ____ **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. Absences over ten that are not excused by a doctor will result in a \$10 charge for each day missed.
17. ____ **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.
18. **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.
19. ____ **LUNCHBOXES:** BE SURE TO PUT YOUR CHILD'S NAME AND GRADE ON EACH END OF THE LUNCHBOX BEFORE SENDING TO SCHOOL. MANY LOOKS ALIKE!
20. ____ **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 the medicine up 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."
21. ____ **NAMES IN JACKETS AND SWEATERS:** Be sure to put your child's name in all your child's jackets and sweaters. We give away uniform items worth \$1,000's every year because there is no name on the article of clothing.
22. ____ **PAYMENTS:** Those making payments will need to do so online or send it in with the child. Adults may not enter building.
23. ____ **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).
24. ____ **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.
25. ____ **RETURNED CHECKS:** If your bank does not honor your check, a \$50 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.**
26. ____ **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.