



2026-2027 Pre-School Parent & Student Handbook

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K3 & K4 – Preschool

OUR MISSION

“Conway Christian School exists to partner with Christian families by offering a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ”.

Conway Christian School was founded in 1992 to provide an educational experience for children and young people that is grounded in biblical principles. Our goal is to produce spiritual and academic growth in our students by providing quality opportunities in terms of learning and development of character.

The faculty and staff of Conway Christian School are committed Christians and are trained in their areas of teaching. We believe the teacher serves as a role model and has a tremendous impact on the lives of our students.

The students represent varied backgrounds of religious interests and academic pursuits. Conway Christian School offers Christian education to all who choose.

We know the parents are necessary in the educational process and we encourage you to be active in your student’s experiences. Cooperation between the school and parents is essential to success.

Please contact the administrative offices at 336-9067 if you have any questions. We invite your inquiry.

Conway Christian has five core values that support its mission statement. The core values of **faith, wisdom, integrity, growth, and love** define who we are as a school.

Faith is based on our belief in God the Father, Jesus the Son, and the Holy Spirit. All three play integral roles in our beliefs as a community of Christ followers.

Wisdom comes from our relationship with God not from understanding the knowledge of the world. As we become wise we are able to discern worldly knowledge in a Godly manner.

Integrity is a by-product of our faith and wisdom. As Christians, we should live with integrity.

Growth in ourselves is essential to our personal success. Conway Christian is committed to raising up a generation of learners who have a growth mindset, dedicated to a life of bettering themselves.

Love permeates all we do in life. We should love others as God loves us. Showing the fruits of the spirit in all cases offers us the best opportunity to show the love of Jesus Christ to those around us.

ACCREDITATION

Conway Christian School is accredited through the Arkansas Nonpublic School Accreditation Association (ANSAA) and the Association of Christian Schools International (ACSI).

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent or guardian, without the express prior written authorization of the school's principal (administrative head) may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school's name:

- To open up any bank account
- To solicit funds on behalf of the school
- To collect money on behalf of the school
- To sell products on behalf of the school
- To schedule any field trips, vacations, or other accommodations
- To post on any website for any purpose including, but not limited to support for social/political agenda or social networking (e.g. Facebook, Twitter, etc.)

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion.

PHILOSOPHY OF EDUCATION

The educational philosophy of Conway Christian School is based on a God-centered view that all truth is God's truth. The Bible is the inspired and only infallible, authoritative Word of God which is the foundation for all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

The entire process of education is seen as a means of bringing the student into a relationship with God and developing him spiritually, intellectually, emotionally, physically, and socially. The parent is primarily responsible for this education and the school should function as an extension of the home to aid the parents in biblical, Christian education.

Primary Christian Beliefs

At Conway Christian School, our faith is the foundation of everything we do. We will focus on these essential Christian doctrines based on the 66 books of the Bible to guide your students' spiritual and academic growth:

- **God's Unity:** The belief in one true God. (Deut 6:4, 1 Tim. 2:5, 1 Cor. 8:6)
- **God's Tri-unity:** Understanding God as three persons in one (The Trinity). (Matt. 28:9, Matt 3:16-17, 2 Cor 13:14, John 1:1, 14, Rom. 8:9)
- **Original Sin:** Recognizing our fallen nature and need for a Savior. (Gen 3, 1 Cor. 15:22, Is 48:8, Rom 5:12-21, Ps 51:5, Ecc 9:3)
- **The Necessity of God's Grace:** Salvation is a free gift from God, not earned by our own works. (Eph 2:8-9, Rom 5:20, 2 Cor 12:9, James 4:6)
- **The Necessity of Faith:** We receive God's grace through faith and trust in Him. (Eph 2:8-9, 2 Cor 5:7, Rom 10:17, Heb 11:1, 6)

- **Christ's Virgin Birth:** Jesus was miraculously conceived by the Holy Spirit. (Is 7:14, Matt 1:18-25, Luke 1:26-38, Micah 5:2, Gal 4:4, John 1:14)
- **Christ's Sinlessness:** Jesus lived a perfect life without sin. (2 Cor 5:21, Heb 4:15, Heb 7:26, 1 Peter 2:22, 1 John 3:5)
- **Christ's Deity & Humanity:** Jesus is fully God and fully man. (John 1:14, Heb 2:17, John 4:6-7, Matt 26:39, John 11:35, Col 2:9, Philippians 2:5-11)
- **Christ's Atoning Death:** Jesus died on the cross to pay the penalty for all sins. (Rom 5:8, Is 53:5, Rom 3:24-25, 1 John 2:2, Rev 5:9, Heb 9:12-14)
- **Christ's Bodily Resurrection:** Jesus physically rose from the dead, conquering sin and death. (John 11:25, Acts 2:24, 1 Thes 4:14, 1 Peter 1:3, Rev 1:8, Rev 5:12)
- **Christ's Bodily Ascension:** Jesus ascended into heaven and is seated at the right hand of God. (Acts 1:9, Luke 24:50-51, John 14:2, John 20:17, 1 Tim 3:16, John 6:62)
- **Christ's Intercession:** Jesus currently advocates on our behalf before the Father. (Heb 7:25, Rom 8:34, 1 Tim 2:1, Rom 8:26, James 5:16, Eph 6:18)
- **Christ's Second Coming:** The promise that Jesus will physically return to earth. (Matt 24:36-44, Luke 21:25-28, John 5:28-29, 1 Thes 4:16-17, Rev 1:7, John 14:1-3)

Foundational Studies

In addition to these core doctrines, our curriculum also covers:

- **Creation-Fall-Redemption-Restoration:** our Biblical Worldview can all go through one of these (Gen 1:1-3, 3:1-7, 3:15)
- **Inspiration & Interpretation:** How to faithfully read, understand, and apply the Bible. (2 Timothy 3:16)
- **The Historic Creeds:** Exploring the historical statements of faith that have guided the Church for centuries.

Secondary Doctrines:

At CCS, we will present all sides in these issues as they are relevant to class material, and in most cases will come back to family conversations. As a school in a community with believers of many different theological backgrounds, we will make every effort to be sensitive to perspectives that can come up and ultimately point them to Christ through the Primary Beliefs listed above. We would not want to create division through any of these subjects. Refer to your student's overview or syllabus to know when and if these subjects will be covered in class.

- **Baptism:** The mode (immersion vs. sprinkling) and the recipient (believer's baptism vs. infant baptism).
- **Communion (Lord's Supper):** The nature of Christ's presence, such as real presence, spiritual presence, or symbolic remembrance.
- **Church Governance:** The structure of church authority, such as episcopal (bishops), presbyterian (elders), or congregational (congregation-led).

- **Divorce:** grounds, what to do after etc.
- **Spiritual Gifts:** The continuation or cessation of miraculous gifts (prophecy, tongues, healing) in the modern church.
- **End Times (Eschatology):** Differing interpretations of the millennium and the rapture.
- **Women in Ministry:** Whether women can hold positions of ordained authority, such as pastors or elders.
- **Creation Views:** The age of the earth and interpretation of the creation account (e.g., literal 6 days vs. figurative).
- **Ethical Disagreements:** Practices such as alcohol consumption, dancing, political involvement, or methods of education.
- **Salvation Aspects:** Specifics of how salvation is ordered, such as Calvinist vs. Arminian viewpoints on predestination.

Please see scripture references and reach out to Dr. Crow for any questions or concerns.

CHRISTIAN COMMUNITY STATEMENT

Christian Community

Conway Christian School is a community of Christian believers whose purpose is to educate students in the biblical principles that the traditional Christian Church has been commissioned from Jesus Christ (Matt 28:18-20). A Christian believer is defined as an individual that has been convicted of their sin by the Holy Spirit, repented of their sin to God, and put their faith in Jesus Christ as their personal Lord and Savior. CCS practices the fundamentals of the faith by following the sixty-six books of the Bible that the historical Christian Church has affirmed to be God's Holy Scripture. Our focus is to bring together the CCS community of Christian believers and diligently work in harmony consisting of the Board of Trustees, administration, faculty, staff, and parents to "train up a child in the way he should go" (Proverbs 22:6), and "I have no greater joy than to hear my children walk in truth" (3 John 1:4).

Christian Community Explanation

The goal of campus life at Conway Christian is to live, work, serve, and worship together as an educational community centered on the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information it is "To partner with Christian families in a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ". It is the development of the whole person who will build the church and benefit society "For Christ and His Kingdom." Along with the privileges and blessings of home and school partnership the Conway Christian community takes these responsibilities seriously.

"All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness." - 2 Timothy 3:16

The biblical foundation of the Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and "Love

your neighbor as yourself" (Matthew 22: 37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's word. Acknowledging our dependence on the power and grace of God, the representatives of Conway Christian which includes our board of trustees, employees, and registered volunteers, as well as the participants which include all our students, parents of students, unregistered volunteers, and invited guests humble covenant to live according to this ideal and also expressed in the following guidelines:

Required by the law: Conway Christian beliefs include all conduct required by the law of the land. All conduct prohibited by the law is outside the boundaries of Conway Christian beliefs. Examples of this category would be the illegal use of alcohol (specifically consumption by minors or situations where parents knowingly allow minors to drink in their presence), drugs, or other substances.

Proscribed by the Bible: While certain conduct may or may not be declared by the state to be unlawful, the Conway Christian representative and the Conway Christian participant are to avoid conduct proscribed by the historical Christian Church as unbiblical. (Note: while some practices proscribed by the historical Christian Church may actually be protected by the law as individual rights under the law, that conduct might still violate the biblical command for conduct acceptable for a follower of Christ) A contemporaneous example is the declaration by the US Supreme court that homosexual marriage must be included in the definition of marriage that can be officially sanctioned by the state. Such a declaration by the court does not change the historically Christian or Conway Christian view that the rite of marriage for Christians is between a man and a woman.

Community Conduct-Religious Organization

Laws governing commerce ban discrimination on the basis of race, color, sex, nationality, age, and disability generally apply to religious organizations, with the noteworthy exception that religious organizations like Conway Christian School and our community are allowed to make decisions on the basis of our religious beliefs. Conway Christian admits students of any race, color, national or ethnic origin to all the privileges and activities generally accorded to all students at the school.

As a private educational institution, Conway Christian admits and retains students based on the academic and behavioral performance of each student. As a religious organization Conway Christian will exercise its position as a religious organization in the admissions, enrollment, or any other category of our Christian community relationship if we believe that doing so will cause confusion, conflict or potentially compromise the community's mission to provide a historically Christian, Jesus Christ focused education. Any decision not to partner based on our beliefs will be based on the historical doctrines of the Church of Jesus Christ, limited and set forth in the sixty-six books of the Bible, which we view to be the true word of God, and the only word of God, infallible in its truth and practice. All final decisions will be made by the Conway Christian President/CEO with review, if necessary, by the Board of Trustees. The policy will apply to all Conway Christian community affairs, including contracts, activities and/or events, facilities, and publications.

Roles, Standards, and Expectations for Representatives

In response to God's calling on their lives, Conway Christian representatives work both individually and together to exercise and express our Christian beliefs. In so doing, they advance the school's mission.

Conway Christian representatives shall be expected to (1) model our Christian beliefs anywhere, anytime including non-school hours (2) conduct all of their duties as a service to God and, (3) participate

in distinctly Christian activities.

1. **Christian Beliefs** – Each representative shall affirm agreement with the school's Doctrinal Statement, Mission Statement, Philosophy of Education, Core Values, Educational Objectives, and any other official policies and procedures as outlined and approved by the Board of Trustees. In addition, representatives shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
2. **Christian Conduct** – Representatives shall at all times (both inside and outside of school hours) strive to live in accordance with Biblical standards.
3. **Distinctly Christian Activities** – Each representative shall be ready, willing, and capable to lead or contribute to distinctly Christian ministry activities such as Bible studies, worship, or prayer services.

Roles and Expectations for Community Participants

Students and Parents - Conway Christian requires that at least one parent or legal guardian of each student be a devoted follower of Jesus Christ as evidenced by a faith walk, testimony, and active participation in a local historical Christian church. They must also adhere to the school's Doctrinal Statement. In furtherance of its mission, the school provides educational instruction, programs, facilities, and other activities for students. Each community representative is required to abide by this Community Covenant and be fully supportive of the school's mission.

Registered Volunteers – A volunteer serving in a Conway Christian ministry is not considered to be a "representative" of the school's Christian community unless they are serving in leadership positions on the PTF and/or Booster Club. However, all volunteers registered or non-registered (i.e. concession workers, homeroom moms) are required to acknowledge that they understand and agree to support our school mission, policies, and values through action and communication. The school reserves the right to give preference for such service to alumni and volunteers who share our Christian beliefs.

Standards for Community Activities and Facility Use – Conway Christian engages in activities and uses its facilities solely to exercise, express, and further our Christian beliefs and mission. At times, pending President/CEO and/or Board of Trustee approval, we may allow the use of our facility by groups that are not directly associated with Conway Christian. We reserve the right to prohibit any activity or use of our facilities by another group or person if we determine any of the following:

- The person or group undermines our ability to accomplish our Mission.
- The person or group expresses a message contrary to our Christian beliefs.
- The person or group displays values or conduct contrary to our Christian beliefs.

Implementing Community Standards

Our Decision-Making Process Includes a Spiritual Element: The responsibility of ensuring that each proposed activity, which directly or indirectly affects the reputation of our school, and any potential usage of Conway Christian facilities comply with the standards set forth in this document rests with the President/CEO, the Chairman of the Board of Trustees, and the representatives they delegate for such decisions. These leaders are expected to consider each situation with reliance upon the guidance that God provides through His Word and His Spirit. School leadership may disallow any activity or facility

usage on the grounds that the individual or group possesses views and beliefs which are perceived to be contrary to those of Conway Christian.

Noncompliance: The President/CEO and the Chairman of the Board of Trustees will be responsible for determining cases of noncompliance toward the beliefs and/or expression of the school's Christian standards. Noncompliance will be defined by anything or anyone that embraces beliefs contrary to those of Conway Christian and/or attempts to limit the expression of those Christian beliefs and standards.

Additional Authority: Based on the Christian beliefs and standards of Conway Christian, the President/CEO or Chairman of the Board of Trustees may establish additional standards for proposed activities and facility usage that will both guard and express the beliefs of the school.

Limits: Conway Christian may change this document at any time. This document does not guarantee employment for anyone, and it does not affect the nature of the school-employee relationship which is solely at-will.

Beliefs Embraced by and Refused by the Historical Christian Church

The doctrinal beliefs of the Conway Christian community are the same as those of the historical Christian church identified in the sixty-six books of the Bible. The new age faith systems identifying themselves as Christian, such as the Jesus Christ Church of Latter Day Saints (Mormons) and the Jehovah's Witness are considered by Conway Christian School to be outside our circle of belief and not embraced by the historical Christian church.

It's the belief of Conway Christian that admission of a student of a parent who believes in such a faith tradition outside the scope of the historical Christian church would create confusion in the classroom, would be counterproductive to our community, as well as to the applying family and potentially prevent us from fulfilling our mission. Therefore, admission will be denied when Conway Christian determines that the faith doctrine of an applicant does not align with the doctrine and mission of the Conway Christian community.

Human Sexuality and Marriage

We profoundly believe that God created each human to pursue intimacy first with Him and that He then calls some to pursue marriage, and others to a life of singleness. We also believe God created people in His image and chose to give humans a partner with whom to reproduce and inhabit the earth. Thus God created Adam and Eve, as referred to in the Holy Bible. By creating two distinct genders, male and female, and that the intended biological gender is determined at the time of birth, God then created a divine institution of marriage: a covenant relationship between one man and one woman. He calls for all husbands and all wives to have sexual fidelity within the covenant. We believe sexual relations outside of marriage, regardless of sexual orientation, are inconsistent with God's truth and certainly undermine the way God created us and called us to live.

Our position regarding sexuality and marriage applies to all policies in the Conway Christian community. Any events involving members of the community or events held in a Conway Christian facility pertaining to marriage (weddings, ceremonies, receptions, and/or anniversaries) shall involve only marriage consistent with our historical Christian beliefs regarding marriage. We require all community representatives and participants to live in accordance with our community beliefs regarding human

sexuality and marriage.

Position on Gender

CCS believes God creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is determined by such individual's biological sex at birth. Since the word of God, in the Holy Bible, describes humans as distinctly created to be man and woman, CCS will treat all students accordingly. Students born as males will be classified as boys, and students born female will be classified as girls. Furthermore:

- Students will be required to use bathrooms aligned to the student's biological sex at birth;
- Students will be addressed by pronouns aligned to the student's biological sex at birth;
- When traveling on overnight trips, students will share accommodations with students of the same biological sex at birth;
- Students will be required to participate in athletics that align with the student's biological sex at birth; and
- School dress code policies for male and female students will be enforced according to the student's biological sex at birth.

In conclusion, any stance that does not align with the policy above regarding sexual identification and orientation is considered to be in direct opposition to CCS's definition of a partnership between the home and school.

Politics and Public Communication

In many situations, advocacy for certain political positions may be construed by others in our community and outside our community to be at odds with our religious beliefs or those in our community. For this reason, Conway Christian does not offer nor do we acknowledge or allow community members, or non-community members, to publicly advocate for such political positions while on campus, at school events, or activities. An elected official shall be allowed to speak to a group of Conway Christian students while on campus for educational purposes but shall adhere to our rules for not advocating his or her political position(s). Conway Christian community representatives are not allowed to assume roles as advocates or spokespersons for civil rights groups related to same-sex marriage or the rights for sexual orientation contrary to our community beliefs. In any and all public forums, including social media and/or the internet we expect and require community representatives to uphold our Conway Christian community beliefs and not to challenge or undermine any stated belief. If a representative makes a choice to express his or her position, which does not conflict with our stated beliefs, we expect them to do so in a manner of respect and love while making sure they are not expressing the view of Conway Christian and our religious organization. Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Conway Christian School is a 501(c)(3) organization.

ATHLETIC/ACTIVITY BEHAVIOR

Any Conway Christian student, parent, grandparent, friend or simply a participant/fan at an athletic event or school sponsored activity will be held accountable for proper behavior reflecting the school's mission, core values and stated Christian lifestyle expectations. If any person participating in a CCS sponsored event is ejected, asked to leave or is forcibly removed that person will be ineligible to return to any corresponding events (on or off campus) for a minimum of two weeks for athletic events. If the

event is a non-athletic event the school's president will make the decision on the length of time away from activity. In the event of a second occurrence (with no time stamp needed) the person will not be allowed to attend any on or off campus athletic event or activity for one calendar year. Upon a third offense they will be permanently banned from all on campus athletic events and activities.

EDUCATIONAL OBJECTIVES

In light of Conway Christian School's Philosophy of Education, certain educational objectives have been established:

Regarding the Authority of Scripture

- To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21).
- To help the student develop a Christian worldview by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

Regarding Evangelism

- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

Regarding Discipleship

- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).
- To teach the student how to develop the mind of Christ toward Godliness (Philippians 2:5; I Timothy 4:7).
- To teach the student the biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
- To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22).
- To provide students with opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

Regarding Discipline

- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

Regarding Learning

- To teach and encourage the student to use good study skills and habits.
- To teach the student how to research and reason logically from a biblical perspective (Romans 12:2).

Regarding Citizenship

- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (Romans 13:1-7).
- To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13).

Regarding Submission to Authority

- To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

Regarding Ministry

- To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics.
- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

Regarding Parental Responsibility

- To help parents understand Conway Christian's purpose and program (Proverbs 29:18).
- To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program.
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

NOTICE OF NONDISCRIMINATORY POLICY

Conway Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CONFIDENTIALITY POLICY

Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by a court of law. The same standards of confidentiality will be observed with parents who consult with the administration.

Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest.

As the administration works together to provide these counseling services to students and parents, a free exchange of information may take place within when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside person's agencies with the written permission of the parent.

STUDENT ACCIDENT INSURANCE

Students in grades PK-12 are insured in the event they are injured on campus or if playing sports in an away game.

If your child is injured at school or a sports event, it is your responsibility to make sure you receive a Student Injury Form. These forms may be obtained from the athletic director, school nurse, or business

office. Completed forms should be submitted to the Business Office at the Elementary School.

ADMISSION PROCEDURES

The Conway Christian application process is designed to provide a thorough but personal experience. The following steps help us to get to know each applicant personally and give applicants a clear understanding of the educational opportunities and expectations of Conway Christian.

1. Campus Tour

Whether it's a tour or an open house, come visit the Conway Christian campus and see what we're all about. During this time, you'll be able to visit with school faculty and staff to discuss our education opportunities. Scheduling a tour of our campus is done through the Admissions Office.

2. Online Application

Simply click **APPLY NOW** to begin your application process. All applications must be done online as it simplifies the submission and provides parents with a tool for online tracking.

Begin by creating an account, then log into your account and "Create a New Student Application" for your child. You will then have the ability to log in and out of your account whenever you desire. When finished with your application(s), simply pay the \$100 fee and submit. We will not receive your submission unless the fee has been paid online with a valid credit or debit card.

3. Student and/or Parent Interview with the Preschool Director

Once the above items have been completed and the student's file is complete, we will proceed with the review process. Pre K Students, along with their parents/guardians, are required to meet with the Pre K Director.

4. Decision

Decisions are made by the Admissions Committee. Once accepted there will be an evaluative term beginning on the student's first day of class extending one calendar year. This pertains to all new students. If for any reason, during this time, the school feels the parent/student partnership isn't in the best interest of all parties' re-enrollment may be denied.

5. The Eagle Way

Once admission is finalized, new families are required to attend an "Eagle Way" event. The time is set up to further explain the school's core values, and expectations and to establish a partnership as we desire to maximize our time together. We offer two separate times for family flexibility. One is in late July and the other is in early August.

ADMISSIONS COMMITTEE (ADMISSIONS OFFICE, PRINCIPALS)

The application process for Conway Christian is clearly stated on the school's website, in school handbooks and other supporting material. Final decisions for acceptance will be made by a pre-selected committee who will review the application in question to determine family fit (based on school's mission, core values and Christian Community Statement) and student fit (based upon student's previous academic performance, any CCS administered assessments and student discipline). All annual decisions

are final for that school year and can only be appealed to the school's president. Applicants who are advised may reapply for the next school year if required actions, from the committee, are completed.

ANNUAL ENROLLMENT REVIEW

Conway Christian provides perpetual reenrollment for all students in good academic and disciplinary standing. Students subject to review will be notified of the appropriate committee's decision in a timely manner, no later than June 1 annually. In the event the student is ineligible for reenrollment the family will be refunded previously paid enrollment fees for the applicable school year.

ENROLLMENT PROCESS

The following materials must be in the school office prior to final admission (Please have your own copies made prior to bringing these materials to the office.):

- Application / Registration form
- Immunization record
- Copy of original birth certificate for student's grades Pre K
- Achievement test scores from the previous school
- Payment Plan established in FACTS Tuition Management
- Registration fee (Online through FACTS) and all tuition to date
- Financial Agreement Form (through FACTS)
- Current Child Custody document if appropriate
- Additional testing at the discretion of the administrator

K3 and K4 - Conway Christian follows an August 1st birthday deadline to determine our age-appropriate class enrollment.

We will follow the Arkansas State Guidelines for students turning 5 by August 1st to enter our Kindergarten program.

Conway Christian Preschool Potty Training Policy

As stated on the admissions application, all students PK3 and above must be potty-trained and fully independent in the restroom prior to entering our PK3 or PK4 programs. A potty-trained child no longer needs to wear diapers or pull-ups, including at naptime. They are able to tell the teacher that they need to use the restroom, as well as be able to wipe and dress themselves with limited assistance from the teacher. We realize "accidents" will happen. "Accidents" by definition are unusual incidents and should only happen infrequently. In the event of any kind of habitual bathroom accidents at school, the administration may call a meeting with the student's guardians to discuss the student's continued eligibility in the program.

INTERVIEWS

Parents of prospective students must meet with the Preschool Director prior to acceptance. Parental disclosure of any past academic, discipline, emotional, or physical issues is required. The Director shall also meet with each student before enrollment into the preschool.

STANDARDS OF CONDUCT

Parents must read and sign the Conway Christian Preschool Behavior Guidance form. A copy must be on file for each student. An additional form must be signed by a parent stating acknowledgment that their preschool student may be questioned by a Licensing Specialist from the Department of Human Resources.

CHILDREN EXPELLED FROM A DAYCARE OR OTHER SCHOOL

Any student who has been expelled from daycare or another school must wait at least one full semester before being considered for enrollment in Conway Christian School Preschool. If the student is permitted to enroll at that time, he or she will be on probationary status for a period of nine weeks.

NON-CUSTODIAL PARENTS

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office. A director will only allow the non-custodial parent the rights outlined in the court order.

FINANCIAL POLICIES

- Conway Christian School uses FACTS Tuition Management for student billing, including tuition and other incidental charges. An active account is required for ALL enrolled families, regardless of the payment plan selected.
Tuition may be paid with one of the following plans:
 - a) Annual: full tuition due August 1st
 - b) Semi-Annual: two equal payments due August 1st and January 1st
 - c) Monthly (10 Months): ten equal payments August – May (1st or 15th of each month)
 - d) Monthly (12 Months): twelve equal payments June – May (1st or 15th of each month)
- Payment Plans are for tuition charges only. All other incidental charges and fees must be paid as billed. It is required that CCS families maintain bank draft or debit/credit card information on file for incidental charges as they will be set to automatically draft on the due date.
- Enrollment Fees are due at the time of enrollment and yearly thereafter no later than February 28th for each upcoming school year. All other incidental charges and fees unrelated to tuition are due as they are invoiced.
- If a student attends any portion of the month, the entire tuition charge for that month is due. Any payments made in advance may be refunded after any outstanding invoices are satisfied and all school items have been returned and deemed in good condition.
- Accounts not paid by the end of the month in which they are due will be considered delinquent and shall be assessed a late fee for that month. Returned checks and bank drafts will also be charged a \$30.00 returned check fee by FACTS Tuition Management.
- Prompt and regular review of financial records and school communications is the family's responsibility to ensure payments clear as scheduled. Families are expected to report suspected errors as soon as possible.
- All accounts with past due charges exceeding 30 days without an approved payment plan are considered delinquent and are subject to the following:
 - a) Family accounts with charges more than 30 days past due will incur a \$20 late fee.
 - b) Family accounts with charges more than 60 days past due will cause a hold on student records, including report cards, transcripts, and diplomas, as applicable. It will also prevent

- student participation in extracurricular activities, including athletics, fine arts, field trips, etc.
- c) Family accounts with charges more than 90 days past due will be reviewed by administration to assess the student's continued enrollment eligibility.
 - d) Students whose parents/guardians have an outstanding obligation to Conway Christian School from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a written payment plan has been approved by the Business Office and is in effect when school starts.
- Conway Christian School is required to follow the AAA's (Arkansas Activities Association) rules regarding past-due balances as they relate to athletic participation. AAA guidelines state that "schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue." Payment plans allow past due accounts to be in good standing with the school and attendance is not jeopardized, but payment plans have no impact when applying to AAA rules regarding athletic participation.
 - A payment plan for past due accounts must be approved by the Conway Christian School Business Office, must be in writing, and must be signed by the parent/guardian. A payment plan must include a detailed, defined schedule of payments. A returned payment will void any payment plans and the account will be considered delinquent.
 - Conway Christian School offers a limited tuition assistance program to all qualified students. Financial Assistance can only be applied to tuition; all other fees are the responsibility of the applicant. The Financial Assistance application may be completed online through the FACTS Grant & Aid Assessment Service link on the CCS website. Applications will be reviewed by FACTS, an independent organization. FACTS will analyze your application and make a recommendation to the CCS Financial Assistance Committee. The deadline for filing an application with FACTS is April 15th for all returning students. Financial Assistance grants will be awarded by late June. Hardships may be considered on a case-by-case basis. New students may apply as they enroll if funds are available.
 - If you have a financial emergency and are temporarily unable to pay, please call the Business Office before you withdraw or get too far behind. You may qualify for financial assistance, if available.
 - Should a student not be allowed to return during the year for failing grades, disciplinary or partnering reasons then the tuition is to be prorated based on the dismissal date and any payments made in advance may be refunded after all school items have been returned and deemed in good condition.
 - Families will be billed for damaged or missing school property including but not limited to: books, athletic uniforms, Chromebooks, Chromebook chargers, etc.
 - In the event Conway Christian Schools determines it must modify or change its method of delivery of services due to conditions outside of its control including weather conditions, health, safety, operational or financial, the school may notify families of such modification or change and the tuition plan option as selected by the family will stay in full effect for the school year.

Enrollment / Application Fee

All enrollment/application fees are NON-REFUNDABLE & NON-TRANSFERABLE unless the school is unable to accept the student. Should the parents or legal guardians be required by their employer to transfer from the Faulkner County area, the school does agree to refund the enrollment fee only if the applicable school year has not started.

Perpetual Re-Enrollment

Conway Christian School provides perpetual re-enrollment for all students in good academic and disciplinary standing. Students subject to academic and/or disciplinary review will be notified of the committee's decision in a timely manner. In the event that a student is ineligible for re-enrollment due to academic performance or disciplinary record, the family will be notified regarding the annual re-enrollment fee and the new tuition schedule. It is the family's responsibility to review their school communications and contact the admissions office prior to the stated deadline if their re-enrollment plans have changed. On-time payment of the re-enrollment fee is the only requirement to reserve each eligible student's enrollment for the next school year.

ACADEMIC POLICIES

K3 - K4 Grading System

K3 and K4 students will receive their first progress report in October at the Parent/Teacher Conference. Successive evaluations will be received in January and May.

Advancement and Retentions

Careful evaluations are made of our preschool students pertaining to their maturity and skill accomplishments before advancement to the next grade level.

Standardized Testing

Conway Christian Preschool does not administer standardized tests to K3 or K4.

CURRICULUM

The Conway Christian Preschool curriculum relies heavily on Christian publications and other publications that have been approved by the Curriculum Committee.

ATTENDANCE POLICY

- It is important that a student is at school each day. Circumstances occasionally prevent this and students do miss school from time to time.
- Each preschool day is filled with purpose. Therefore, when a student is absent he/she is missing a valuable learning experience.

CYBER-SCHOOL DAY

The following schedule will be used to facilitate a cyber-school day for **K4**:

- Teachers will use their class communication platform to message parents that a cyber-day is in effect.
- Teachers will use their class communication platform to post assignments by 9 a.m.
- All written work for K4 needs to be submitted by the next school day

In the case of inclement weather, teachers have pre-planned lessons on the current topic of study.

HEALTH GUIDELINES

If a student becomes ill, parents and or emergency contacts will be expected to pick their child up as soon as possible. When parents and/ or emergency contacts cannot be reached, school officials shall act in *loco parentis* and secure medical attention. Only emergency first aid may be provided at school. In the

event of an accident or illness requiring emergency medical attention, every effort will be made to contact the parent or emergency contacts; however, 911 may be called to dispatch an ambulance to the school.

The school reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to potential communicable diseases in accordance with the Arkansas Department of Health.

Children Must Be Kept Home from School

- if they have a temperature over 100 degrees (temperature should be normal for 24 hours without the aid of medication before returning to school).
- if they have had vomiting or diarrhea within 24 hours
- if they have an undiagnosed rash
- if they have a contagious cold with a watery nose, glassy eyes, and persistent cough or sneeze
- if they have weeping or bleeding lesions that cannot be covered or effectively controlled with medication.

Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for others by not attending school while they are contagious. In some instances, a letter from a healthcare provider may be required before the student is readmitted to the school.

The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designated staff member shall examine the student to make sure they are free of any lice or nits.

The school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of each student.

Medication

Prior to the administration of any medication to any student, parental consent is required on the Medication Release Form. **Handwritten notes are not acceptable in any circumstance.** All necessary prescription and non-prescription medication must be administered by authorized school personnel. It is the parent's responsibility to bring any appropriate supply of medication to the office in the **original** pharmacy container. Medication must have an up to date prescription label. No expired medication will be stored or administered. Medication is administered only by authorized school personnel and is stored in a locked cabinet.

Medication must be delivered in person by the parent to the school office; students should **never** carry medication with them, in their lunch, or keep it in their locker without approval from the school nurse and/or principal.

When a medication is no longer needed or if it has not been used for a period of time, the parents will be notified to pick the medication up in the office. The school shall not keep any outdated medications or any medications past the end of the school year.

Parents of children with allergies must submit a list of substances that trigger allergic reactions and a description of the type of reaction usually experienced. The list may be shared with teachers, assistants, and volunteers as needed to prevent exposure.

Children subject to anaphylactic reactions due to bee stings or other allergies should bring emergency medication to be kept at school with a physician's instructions for use.

Immunizations

State law requires every student in the school setting to be immunized against certain diseases. A record from the health department or the student's physician documenting these requirements and dates given must be kept on file in the nurse's office. It is the parent's responsibility to provide these documents to the school. Religious, medical, and philosophical exemptions can be obtained through the Arkansas Department of Health. However, proof of exemption letters must be obtained each year and provided to the school for their records.

Screenings

The School will administer screenings of its students. The screenings shall intend to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/ her full potential.

DRESS CODE

This dress code policy is designed to ensure the safety, comfort, and independence of our preschool students while supporting their active learning environment and daily activities.

GENERAL GUIDELINES

FOOTWEAR REQUIREMENTS

- All students must wear **closed-toe shoes** at all times for safety reasons:
- Sneakers, tennis shoes, or other sturdy closed-toe shoes are preferred
- Shoes should have non-slip soles for playground safety
- Velcro closures or slip-on styles are recommended for independence

BATHROOM INDEPENDENCE

To promote self-sufficiency and confidence during restroom visits:

- Choose clothing with **elastic waistbands** (pants, skirts, shorts)
- Avoid complicated buttons, belts, overalls, or one-piece outfits that are difficult to manage
- Select clothing that children can easily pull up and down independently
- Ensure underwear and clothing fit properly to avoid struggles

ADDITIONAL CONSIDERATIONS

PRACTICAL GUIDELINES

- Clothing should allow for active play, movement, and exploration
- Avoid delicate fabrics or special-occasion clothing that cannot get dirty
- Label all removable items (jackets, hats, etc.) with your child's name
- Avoid sending your child wearing jewelry as it can be a safety hazard and get lost or broken

SAFETY REQUIREMENTS

- Avoid clothing with long drawstring, loose belts, or dangling accessories that could pose safety hazards
- Clothing should fit appropriately – not too loose or too tight

WEATHER – SPECIFIC REMINDERS

- Please check the daily weather forecast and dress your child accordingly
- We spend time outdoors daily when weather permits
- Keep season appropriate spare clothing when weather permits

QUESTIONS

If you have questions about appropriate clothing choices or need clarification on this policy, please speak with your child's teacher or the administrative staff.

This policy is designed to support your child's comfort, safety, and independence throughout their preschool experience.

SCHOOL DISCIPLINE

- The school seeks to instill the following characteristics in our students:
- Cheerful obedience to all in authority
- Responsibility for doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct with respect to recreation, social relationships, and language

School Rules

Students can better receive education in an environment that is free from conflict, distraction, intimidation, and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and to strive to become a positive role model. Prohibited conduct may include, but is not limited to the following:

- Students must respect the rights and property of others and the authority of all teachers and staff.
- Gum chewing is NOT permitted. It is too damaging to carpets, upholstery, clothing, hair, etc.

- Fighting or hitting is not allowed and will be punished severely. All students have the right to attend school without fear of bodily harm. Throwing rocks is also prohibited.
- Students may not use foul, slang, or other language deemed offensive. Unkind or degrading words may not be used toward others. Profanity, written, verbal or gestures, or intentional rude noises are prohibited.
- Defiant or hostile attitudes are unacceptable.
- Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment is prohibited. Any behavior deemed by the school as unacceptable is not permitted.
- No Jewelry or watches are to be worn to school (except for small earrings for girls).
 - Jewelry and watches become toys and maybe a hazard at playtime.
- Closed-toed shoes must be worn.
- Toys are not permitted at school unless your child's teacher gives written permission. Example: Show and Tell

AN ATMOSPHERE OF LOVE AND RESPECT IS THE ULTIMATE GOAL OF CONWAY CHRISTIAN PRESCHOOL

SEXUAL HARASSMENT

HARASSMENT POLICY

Conway Christian School maintains an environment focused on Christian principles and academic growth in a setting where students and faculty are respected and are free of harassment, including sexual harassment, and intimidation. Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed.

DEFINITION OF SEXUAL HARASSMENT

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- Submission to such conduct can be made explicitly or implicitly a condition of an individual's employment or a factor in the education program of a student.
- Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual.
- Such conduct is determined to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program, activity, or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.
- May not always be obvious or overt; it can be subtle and covert.
- Unwelcome sexual conduct that may be manifested by verbal and/or physical actions to include gestures and other symbolic conduct.

EXAMPLES OF SEXUAL HARASSMENT

- Non-sexual slurs about one's gender
- Repeated, unwanted touching, patting, or pinching
- Repeated social invitations or requests for sexual favors
- Repeated unwanted discussion of sexual matters
- Use of sexual jokes, stories, analogies, or images which are not related to the subject of the class or work situation
- Unwanted touching or deliberate brushing against another person

- Unwanted stares at another's body
- Sexually suggestive jokes, comments, e-mails, or other written or oral communications
- Inappropriate body exposure

REPORTING PROCEDURES

- Students, employees and parents should immediately report any form of sexual harassment to a school employee who will then share the information with a school administrator.
- School administration will promptly report to the appropriate officials, through the proper legal channels.
- School administration will promptly communicate with the families of any student accused of or proven to act in a harassing manner along with any impacted student(s).
- The school's discipline committee will address the situation with a thorough review of the facts then deliver a decision on any consequences.

CONSEQUENCES

- Acts of profanity, vulgarity or indecency both sexual in nature and not sexual in nature, on campus, off campus, via technology (social media, texting) - 1) OSS up to 5 days or expulsion, OSS up to 8 days or expulsion, expulsion

GENERAL PLAYGROUND RULES

We have ample playground equipment for the children to enjoy. To avoid accidents, there must be guidelines to help students know what behavior is safe.

- Students should stay in the assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.
- No hard balls, wooden or aluminum bats, or jump ropes are allowed on the playground.
- Students may not ride on each other's backs, or play fight, wrestle, etc.
- Students must slide one at a time sitting upright. The waiting line should be at the bottom of the slide.
- ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC. This could injure eyes and warrants a visit to the principal's office.

Children who do not obey the rules will not be allowed to participate in the activity for a time. If disobedience persists, children will be sent to the office for further disciplinary measures.

DISCIPLINARY

Discipline Procedures

Disobedience will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Visiting with Pre K Director or Elementary Principal
- A phone call to parents
- A written letter and/or a discipline form to be signed and returned by parents.
- Parent/teacher conference

Repeated disobedience (after above stated steps have been taken) results in a Director referral to the school discipline committee to reach a disciplinary resolution (decision).

DISCIPLINE COMMITTEE (PRINCIPALS AND OTHER APPROPRIATE PERSONNEL)

Any major discipline decisions, including but not limited to multiple day suspensions or an expulsion, will be decided by an administrative disciplinary committee of no fewer than three administrators. Decisions may be appealed to the school's president if warranted. Any further review will be in conjunction with a board of trustees appointed committee consisting of at least three administrators and at least three board members. Any decision from this committee is final.

Once an offense has occurred families will be notified in a reasonable amount of time of the occurrence. The committee will then handle all facets of the disciplinary action, including visiting with students, others involved, faculty and staff until the facts in the situation are clearly established. At the conclusion of the process the student receiving discipline, and their parents/guardians, will receive oral and written communication regarding the committee's decision from the appropriate school administrator. Any student receiving discipline from the committee will automatically be placed in the evaluation pool for continued reenrollment. Families will be notified of continued enrollment no later than June 1st.

DISCIPLINARY POLICIES

At the Upper School campus, violations fall into various classifications. In every disciplinary action taken, the goal to which the student is directed is the indication of a repentant and obedient spirit toward all authority, particularly the authority of Jesus Christ (I Samuel 15:22-23). For specific offenses, there are specific corresponding disciplinary actions. Such a disciplinary system produces consistency while at the same time upholding the holy standards of God by offering grace and redemption. (Malachi 3:6; Hosea 12:6; I Peter 1:15-16).

For students who consistently violate classroom rules regarding common courtesy, adequate preparation, studious attitude, etc., the classroom teacher will contact the parent and possibly assign extra work to that student or send that student to the administrator for further disciplinary action. Poor behavior in class will undoubtedly affect the individual's grade and his personal spiritual growth. We expect proper behavior for the safety and proper instruction of every student for whom we are responsible. The support of parents is essential.

Areas of Offense

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but the following is a list of certain general offenses:

- Disrespect to the teacher or another person
- Talking without recognition, interrupting the teacher or a class discussion ● Throwing objects indoors, chewing gum, eating in class, etc.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground, or classroom
- Lying, cheating, or stealing
- Threatening, bullying, or harassing others
- Leaving school grounds without permission

- Tampering with school equipment or destroying another's property in any manner (**Parents will be financially responsible for all damages incurred**).

Threats of Violence with Intent to Harm

Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, to a school function, or has a weapon on his/her person, the school may immediately suspend or expel the student. Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or expelled for possession of a weapon on school premises or at a school function. Possession includes but is not necessarily limited to, having a weapon in a book bag.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member that the threat was made against. The school will also report the threat to the appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

Threats of Violence Without Intent to Harm

In those circumstances in which the school determines that the threat is likely, not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Out of School Suspension

The offending student will be dismissed for the entire day of school from one to five days as assigned by the administrator. Parents will be notified by phone and in writing. Students will be allowed to make up assigned work.

Student Incompatibility

Conway Christian Preschool is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the Director may place the student on 3-week probation. Prior to this probation, the Director will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the Conway Christian Preschool.

CAMPUS POLICIES

School Days

Extended Care

Childcare for children enrolled in the school is available. The schedule will be as follows:

Before school session 7:00 – 8:00 am

After school session 3:00 – 5:30 pm

Please be advised that Extended Care will not be open whenever school is closed due to inclement weather.

Drop-off for the morning session will be at the east door (preschool door). There will be a sign-in sheet at the door. Pick-up will also be at the east door with the sign-out sheet. All children must be signed in and signed out for our records.

On early dismissal days, Extended Care will be available to all students who have paid the extended care registration fee. Pre-notification for early dismissal use of Extended Care will need to be filled out in advance.

Children who are not picked up from school by 3:30 will be taken to Extended Care resulting in a \$5.00 charge and after the third late pick up we will require the \$50.00 registration fee to be paid.

The Extended Care workers are not responsible for getting children to and from any school activities on campus. Other arrangements need to be made by the parents.

K3-K4 Morning Arrival

All K3 and K4 students must be signed in by a parent or guardian outside the building. K3 and K4 students are not supervised until 7:45. Any siblings of preschool students may also enter this door and go immediately to their classrooms. Any preschool student arriving after 8:15 must be buzzed in through the front door by the school secretary, and be signed in at the front office.

Half-Day Preschool Dismissal

Dismissal for ½ day preschool students is at 11:30 a.m. All preschool students must be signed out by a parent or guardian.

Full-Day Preschool Dismissal

Dismissal for Full Day preschool is at 2:45. Students must be picked up and signed out from the Pre K doors by a parent or guardian.

Inclement Weather / Early Dismissal

Sometimes it becomes necessary to call off the entire school day due to inclement weather or other reasons. In this case, the school president will decide by 6 am or earlier if possible. Parents will be notified by email. The closing will be posted on social media such as Facebook, Instagram, and the school website. Local television stations will be notified to post the school closing on their website.

Sometimes it becomes necessary to dismiss school early during the school day due to inclement weather or other reasons. Parents will be notified by email. The closing will be posted on social media such as Facebook, Instagram, and the school website. Local television stations will also be notified to post the school closing on their website.

Distribution of Non-Conway Christian School Materials

Any distribution of non-Conway Christian School materials such as invitations, brochures, etc. must be approved by the campus administration. After approval, invitations may be passed out in the classroom but all other materials will be placed on the table in front of the office for distribution.

Lunch

Full Day preschool students may either bring or buy a lunch. Students may purchase lunch through the school's online lunch ordering process.

Visitors

Parents or other visitors are welcome to visit the school. When visiting the school, please check in first at the office and receive a visitor's pass; do not go directly to any classroom. School-age visitors who are guests of our students must be appropriately dressed, but not necessarily in the dress code. Because of the potential for too many visitors on the same day, students who attend other schools in the area may not visit Conway Christian School on days when their school is closed unless they make prior arrangements. If you have deliveries to your children, bring them by the office and they will be delivered to the classroom or given to the student at the end of the school day.

Photographs

Individual school pictures will be taken in the fall of the year. A preschool class picture will be taken in the spring of the year. Parents will be notified in advance of the date, costs, and options.

Birthdays

This is an important time for children, but too many parties prove to be a problem for the teacher. If you wish to send treats or other simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the class during recess time or time selected by the teacher. No invitations will be distributed at school unless all classmates are invited or all boys in the class or all girls in the class are invited. Please be mindful of any food allergies of classmates when sending treats.

Lost and Found

Items found on school grounds are brought to the school office. Please place your child's name on all items for easy identification. Unclaimed items will be given to charity at the end of each 9-week period.

APPEALS

(Matthew 18:15)

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together to counsel with the Director or person directly over him/her, but never before approaching the person committing the offense.

In like manner, if the matter is not resolved there, it may then, and only then, be taken to the President. If the matter cannot be resolved there, then it should be taken to the President of the School Board to meet with the Board for final disposition of the matter.

GENERAL SCHOOL INFORMATION

Office Hours During the School Year 7:45 am - 3:30pm

The School Calendar may be found on the school website: www.conwaychristianschool.org

We reserve the right to make changes to the handbook at any time.