



Parent Handbook

Established 1997

School Year 2010-2011

education

behavior

arts

CP Preparatory School specializes in age 2 through 3rd grade and is designed to give children a head start in education while moving them to a bright future.

Pre-K/Kindergarten Curriculum

All Early Childhood Students will be introduced to the world around them through the use of the alphabet, letter sounds, and a variety of math concepts and thematic units. This comprehensive program will help the child develop socially, emotionally, intellectually and academically. Our Pre-K program has been designed to give your child a head start in education and to ensure that they are ready for the CP Prep Kindergarten program. Introduction to phonics gives them mastery over letter identification and letter sounds. The math curriculum is presented through the use of the “math-their-way” program. This is a ‘hands on’ teaching approach that works well with young children and the concepts needed to understand mathematics. Thematic units are changed every 2 to 3 weeks, thereby keeping enthusiasm and interest keen on the learning process. A comprehensive evaluation is given and parents are encouraged to participate and review this with the staff. Our Kindergarten curriculum is based on two important building blocks: a comprehensive phonics program and the “math-their-way” program. During the year students will be introduced to all vowels including long and short sounds with adjacent consonant. [Ex. (op) short & (ope) long]. Studying individual sound blends such as “th” at the beginning or “ing” at the end of a word gives students specific introduction to reading rules that result in success with their early reading. This phonics program is a natural and low pressure way to give the student beginning spelling and reading skills. Our second building block is part II of the “math-their-way” mathematics program. This continues the fundamentals begun in the Pre-K class and builds towards full grade level comprehension. Thematic units are changed every 2 to 3 weeks keeping the children responsive and interested in learning! They are challenged as they make their own books, keep a reading portfolio and participate in reading incentive programs. A comprehensive evaluation will be given twice each year. You are invited to review this detailed report card. It is sure to inspire your confidence in the content of this curriculum. Our Kindergarten year has been designed to give each student the knowledge and the confidence to be a successful individual.

[To see full Pre-K schedule please click on link](#)

1st, 2nd and 3rd Grade Curriculum

This is an academically challenging program. We will meet the needs of all children on their level. Each child will work on reading fluency and comprehension. Upon finishing 3rd Grade your child on the average will read on a 6th Grade level or higher. We will concentrate on the following Math skills; number operations, graphing, measurement, time, fractions and geometry and the ability to read and speak Mathematically. Writing and Spelling will be a daily part of our curriculum at a challenging level to meet your child’s needs. Science and Social Studies will be taught incorporating our Reading, Math, Writing and Spelling objectives. While studying different units your child will be able to use the skills taught in class. This will be when learning becomes meaningful to younger children.

“Please feel free to talk to me about your child’s program. Giving your child a gift of education will last a lifetime and will move them to a brighter future.”

Hours of Operation

6:30am - 6:00pm

Schedule Choices:

FULL Day Academic Class 8:30 - 3:30

ALL Day w/Extended Care 6:30 - 6:00

Extended care options are available before and after class to meet the needs of your family.

As a courtesy to the staff, please be on time to pick up your child. CP Prep reserves the right to charge \$1.00/minute you are late past 6:00pm. If you know you are going to be late, please call the school and let us know.

Fee Schedule

Please contact Ms. Patterson at the school office for current tuition and registration fees.

(972) 222-7808

cprepschool@sbcglobal.net

FULL DAY TUITION COVERS educational resources for each student as well as additional services and products including: classroom supplies, one(1) school t-shirt, one (1) school sweatshirt, and Santa picture. No Tuition discount or credit will be given should any student elect not to use any or part of the above services or products.

TUITION DOES NOT COVER early or late care (the time prior to class start and end), individual tutoring. Before/after school extended care is available for an additional fee.

TUITION PAYMENTS

Payment Plans are discussed with Ms. Patterson.

CHOICE OF PLANS:

- 1) **FACTS** – automatic tuition taken out of your bank account on the 5th or 20th of each month
- 2) **PAY MONTHLY** – payment made at the school. A \$10.00 monthly charge will be added to tuition. All NSF and Late payments will have a \$30.00 charge per occurrence (NO EXCEPTIONS). CP Prep School reserves the right to dismiss your child, withhold report cards, and deny graduation for failure to be current on tuition

Enrollment Procedures

A parent must complete and submit the following before a Student may enter CP Prep School.

- Payment plan will be discussed and signed at enrollment. (See Academic and Financial Agreement)
- Enrollment forms completed and on file.
- Copy of shot record on file.
- ‘Authorization for Emergency Care’ notarized and on file.
- Volunteers must fill out ‘Criminal History’ form. It will be processed (\$2 fee). This is for the safety of all of our children.
- Vision &Hearing test results due for Pre-K, 1st and 3rd grades. You can have testing done here at our school for a fee.
- Diabetes test results due for 3rd grade students. You can have testing done here at our school for a fee.

Holidays

CP Prep School observes many of the same days of operation as the Mesquite ISD. A calendar is given out at the start of each new school year.

Holiday Camps are available at the school during Summer, Winter and Spring breaks. Current students have first priority on attendance.

Bad Weather

Tornado Warnings: If needed the children will sit in hallway and cover their head with their hands.

In Case of Severe Weather: CP Prep will observe the same closing and delay schedule as the Mesquite ISD.

Evacuation Procedures: In case of fire or gas, the children will be walked over to Florence Black Elementary on Newsom Street.

Withdrawal

All fees are non-refundable. A written notice is requested at least four weeks prior to withdrawing from the program. Tuition is expected in full for those four weeks and will not be refunded.

Toys and Personal Items

Please do not allow your child to bring toys and personal items from home. They may become lost, forgotten or broken and this saddens everyone.

Absences

Your child will not be allowed at school if they have a severe cold, a fever, a virus, etc. Not only is this good health practice but it is also a courtesy to our children and their families.

Tuition is expected even if your child is absent.

Please call CP Prep as soon as you know that the student will be absent.

If your child has a contagious condition, please notify the Director so that a notice may be sent to every parent when appropriate. Your child must remain fever free for 24 hours before returning to school.

CP Prep reserves the right to ask for a Doctor's note before allowing the child to return to class.

Health Requirements

The student must be current on all immunizations. The school must have a copy of the immunization record on file.

If you have any questions, please speak with your physician regarding the status of your child's shots.

Texas State Law, Article 441gVTCS requires that all Children ages 4, 5 and 1st graders be screened for vision and hearing.

If Your Child Becomes Ill While At School:

Your child will be sent home if they have obvious signs of illness. Your child will be separated from the other students and will be allowed to rest while waiting for you to pick them up. Please continue to keep your child at home if the following symptoms still occur:

- If child has a fever in the last 24 hours.
- If there is a heavy nasal discharge.
- If there is diarrhea or vomiting.
- If there is any possibility that the child may have a communicable disease.
- If there is a constant cough.

Your child may return to school:

- If fever free for 24 hours
- If there is only light (clear) nasal drip
- If there is no diarrhea or vomiting.
- If the school has been notified of communicable disease and the incubation period has passed.

CP Prep reserves the right to ask for a doctor's note whenever contagious disease is suspected.

Medication

A 'Dispense Medicine' form must be filled out.

All medication must be in the original prescription container for use at CP Prep.

CP Prep is unable to dispense any medication that is not in a pharmacy's prescription container (i.e. Tylenol, Motrin and any other over the counter medications).

Any and all medications that are brought to the school must be handed directly from the parent to the teacher. Do not leave any medications in the children's personal bags or coats. This is for the safety of all concerned.

Allergies

If your child has allergies, they need to be clearly documented on the 'Health Requirements' form and the school staff must be verbally informed. This is a double safety check done for the protection of your child.

In Case of Accident:

CP Prep will take immediate action and will attempt to notify the parent. If the parent is unavailable, attempts will be made to contact the alternate emergency names and numbers. The Director and/or the teacher will be in charge and will make all decisions about the care of the child.

Notarized paper must be on file for the school to administer medical treatment (if needed) in your absence. Please make sure that all phone numbers and contact information are always kept current!

Discipline

Re-direction and time-outs will be used as sources of discipline. If these methods do not work with your child, we will discuss the problem and collectively come up with an alternative solution. If the behavior becomes uncontrollable, CP Prep reserves the right to dismiss your child from the program and will give a one week notice.

Children's Disability Act

CP Prep School does not discriminate against children with Disabilities as stated in the "Family Support for Children's Disability Act."

Child Abuse /Neglect Requirements

The law requires that anyone having cause to believe that a child's safety or welfare may be threatened due to abuse or neglect must report the case immediately to any state or local law enforcement agency or to "TDPRS".

School Rules

Children are asked to follow all rules set by the teachers for their safety and the safety of others. If a child has difficulty with the rules, a warning will be given the first time. If the behavior continues, a written note will be sent home and/or a phone call will be made to the parent(s). A conference with all concerned is the next step. If the situation does not improve after all of these have been attempted then CP Prep reserves the right to dismiss the child from the program.

Evaluation

1st - 3rd Grade have quarterly evaluations.

Early Childhood, Pre-K, and Kindergarten are evaluated twice per year - - once in December and again in May.

Please ask to see these evaluations! If there are any additional questions throughout the year regarding your child's progress please speak directly to the teacher and/or the school's Director/Owner.

A Parent - Teacher conference for Early Childhood, Pre-K, and Kindergarten will be held once each year in January unless requested earlier or later by the parent and/or teacher. Conferences for grades 1st-3rd grade will be held for the 1st and 3rd report cards unless prior arrangements have been made either by the teacher or parent.

Snack

Snack will be served daily for Early Childhood at 9:30 am and at 2:30 pm. Pre-K, 1st-3rd pm snack is at 2:30. If your child is on the hot lunch program then a snack will be provided for your child.

Lunch

Hot lunch is optional with a \$65.00 monthly charge. Lunches include meat, vegetable, fruit and milk. Lunch menus will be sent home each month.

In-School Fun Days / Parent Involvement

Family Fun Days: Kid Fish, CiCi's Pizza Night, Halloween Festival, Graduation, etc.

During the school year, we will be scheduling various additional activities! These may include seeing a fireman, policeman or 'animals on wheels'. A Thanksgiving feast, special December activities and many community outreach opportunities such as the Santa Cop program will fill the school year.

This is an active and involved school and we are always happy when our Parents include themselves in the activities! Keep in touch with the staff for various ways to help or to volunteer. There is always advance notice for all of our special activities.

Pick-Up and Drop-Off Times

School opens at 6:30am and closes at 6:00pm.

All Day class with Extended Care

You are welcome to drop off and pick up at anytime between 6:30am and 6:00pm

All Day Academic Class is from 8:30am to 3:30pm. You have a 15 minute window before and after class for pick up and drop off.

How Will Your Child Go Home?

Your child will ONLY be dismissed to the person(s) listed on your enrollment form. A driver's license will be required as identification for release of your child. A phone call or a note giving us permission to release your child is required when a different person will be picking up your child.

These are safety precautions and are in place to protect your family. Thank you for your consideration in keeping your pick-up list current.

Organized Criminal Activity

Any parent that engages in any criminal activity within 1000 feet of CP Prep School the police will be notified and the parent's child will be dismissed from school. CP Prep School is considered a gang-free zone.

Unsafe Products

This is to give written certification that no unsafe children's products are in use or accessible to children in the child-care center.

Non-Discrimination

CP Prep School is a license provider and a family based school. CP Prep School will not discriminate in relation to admissions on the basis of ethnic, race, creed, color, sex, national background and diverse family structures.

Birthdays are Special!

Your child may bring cupcakes or cookies for a special treat on their birthday. CP Prep encourages nutritional snacks as well if this is your choice. Snack needs to be simple so that we can enjoy the treat and maintain our lesson plans for that day. Please, NO party favors.

If your child is having a birthday party away from school, and wishes to pass out invitations at school, he/she must invite their entire class. To invite only a few classmates, please send invitations by mail or phone.

Thank you for helping all of the kids feel special!

Referral Credit

Word of mouth referral is the best advertisement that our school can receive. If you refer another child to CP Prep and they enroll in the program, CP Prep will extend a \$50.00 credit off of your next month's tuition.

Please make sure that your friend tells us about your recommendation!

A Note from the Director

I would like to make CP Preparatory School a warm and inviting environment where children can grow socially, emotionally, physically and cognitively.

I pledge to give each child the best educational program available for early childhood through third grade.

You are always welcome to call on me for answers or ideas or to simply share a memory about your child. After all, it is these children which inspire our hearts day after day!

Parents may visit the classroom without prior notice as long as a criminal history form is on file.

Your Early Childhood Educator,
Ms. Patterson

Resources and Referrals

CP Prep School is regulated through the
Texas Department of
Family and Protective Services
(214) 951-7902
www.tdprs.state.tx.us

CP Prep School is also a part of the NACCRRA
National Association of Child Care Resources and Referral Agencies
This is a subsidy program for our Military families
www.naccrra.org

**Scholarships are available
Please inquire**

(972) 222-7808
603 S Bryan Beltline Rd
Mesquite TX 75149
www.cpprepschool.com

