



# **DILLON CHRISTIAN SCHOOL**

## **4K Parent Handbook**

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## **Welcome**

We enthusiastically welcome each student and his or her parents to the Dillon Christian School family. This Handbook is provided to help you understand our ministry and its commitment to Christian education.

## **Mission Statement**

Dillon Christian School exists to provide spiritual leadership to our community by partnering with parents to train children to glorify God and enjoy Him forever.

## **Philosophy of Education**

Dillon Christian School believes the Bible is the holy, inerrant, and authoritative Word of God. We further hold that all truth is God's truth. Biblical standards are an integral part of our school life. We joyfully and enthusiastically teach and promote the biblical perspective in all subjects and activities of the school. DCS has the responsibility to provide the best possible education for its students while equipping students to develop a biblical viewpoint in all areas of life. Our objective is for each student to be thoroughly prepared to pursue any vocation, higher education, or any profession.

As a Christian school, we believe that parents are the primary educators of their children and we are to partner with parents in this process. We work alongside parents to train each student to accept individual responsibility to God for his/her actions and challenge him/her to glorify God in every facet of his/her life. *Train up a child in the way he should go, and when he is old, he will not depart from it (Proverbs 22:6).*

We desire for each student to benefit:

1. Spiritually- The spiritual life of our school drives everything we do, including the staff we hire, the curriculum we use, and how we teach. We desire that each student see Christ in staff members and develop his/her own biblical worldview that influences each decision that he/she makes.
2. Academically- Academic excellence should characterize a Christian school. We desire that each student be challenged to his/her potential and be given opportunities to excel. We desire that each student learns to think critically in the context of a biblical worldview and is prepared for college and/or the vocation that God has for him/her.
3. Socially- It is important that each student be afforded opportunities to develop socially, including the area of leadership. We desire that each student see godly relationships among staff members and develop positive relationships with others.

## **Core Values**

**Biblical Philosophy:** We strive to integrate biblical truth and the character of God into all education at DCS. We believe that God is absolute truth and is the final authority in all matters of life. We believe that the Word of God is the standard for all decisions. We believe that each individual, being created in the image of God, is of supreme worth and is created for the purpose of glorifying God. We value integrity in all relationships as we demonstrate communication, obedience, and accountability, as well as mercy and forgiveness.

**A Personal, Active Relationship with Jesus Christ:** We desire that each student have a personal relationship with Jesus Christ. We are committed to providing a safe, nurturing environment where students and staff members can actively grow in their faith.

**Development of the Whole Person:** We value each student as a unique creation by God, and our mission is to equip each student academically, spiritually, socially, and physically to his/her fullest potential. We desire that each student will love and pursue truth, live honorably, think critically, communicate persuasively, and be physically active. We endeavor to provide opportunities for every student to use his/her unique, God-given gifts.

**Academic Excellence:** We provide teachers who see their role as helping each student reach his/her full potential. Our curriculum is designed to provide an education that is comprehensive and challenging. Students are taught to think critically in the context of a biblical worldview.

**Building of Community:** We believe that God holds parents responsible for the education of their children. We seek to glorify God by partnering with families and Bible-believing churches in educating future generations through a Christ-centered approach to teaching and learning. DCS holds a sacred trust to partner with parents, churches, and the Holy Spirit in molding the lives of its students from a Christ-centered perspective.

**Great Commission:** Our goal is to prepare our students to be servant leaders in the world. Characteristics of a servant leader include humility over pride, taking time to listen rather than being judgmental and modeling behavior versus demanding it. We desire that our student leaders be equipped with a strong biblical faith, moral courage, spiritual discernment, and academic integrity to impact society for Christ. We desire that our students take action in fulfilling the Great Commission by challenging them with opportunities to serve locally, regionally, and overseas.

## **Statement of Faith**

1) We believe in personal salvation by faith in the blood of Jesus Christ which He shed on the Cross of Calvary for remission of sins for all who believe. 2) We believe that the entire Bible is the inspired, inerrant Word of God. 3) We believe that the Lord Jesus Christ was raised bodily from the tomb and now sits at the Father's right hand in heaven making intercession for all born again people. 4) We believe that Christ will return bodily to call His church unto Himself. 5) We believe in the eternal security of the born again believer. 6) We believe that our God is the Triune God – one God, in three Persons. Additionally, salvation is the work of the triune God. The Father sends the Son; the Son atones for sin; and the Spirit applies this atonement to us. The Spirit regenerates His people; thus, they trust in the Son alone; and the Son presents His people to the Father.

## **History**

The guiding hand of God marks the history of Dillon Christian School. In the spring of 1991, several members of the community met, sharing a dream - a school that would provide a solid Christian education. Through prayer and God's provision, Dillon Christian School became a reality in the fall of 1991 with 22 students enrolled. In years since, enrollment has grown to over 425 students in grades K4-12. The DCS campus is located on a 35-acre site on Commerce Drive in Dillon, South Carolina.

## **School Affiliations**

Dillon Christian School is a ministry of the First Presbyterian Church (PCA) of Dillon, SC. Dillon Christian School is a member of and is accredited by the South Carolina Independent School Association (SCISA). SCISA offers numerous benefits to our students, parents, staff members, and board members. Dillon Christian School is also accredited by COGNIA.

## **School Hours of Operation**

The school opens at 7:30 am, Monday through Friday. Class begins at 8:10 am. K4 half days dismisses at 12:00 pm. Our full day 4K program dismisses at 2:30 pm. We offer an after school tutorial until 5:45 pm for an additional cost.

## **Entrance Requirements**

1. The signed, completed Application Form, Statement of Cooperation, and registration fee must be received.
2. A state certified copy of the child's birth certificate.
3. A State of South Carolina Certificate of Immunization.
4. Children must be completely potty trained and wearing cloth underpants before starting at the school. (We do not accept pull-ups).

### **Administration of Medication-DSS Regulation No. 114-525C(1)**

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, aspirin, Tylenol and ibuprofen. The school office will not administer any medicine to students without prior written permission from the parents. Parents may give permission to the school office to administer medicine by completing the Student Medical Emergency Information form and Authorization of Prescription Medicine form.

### **Confidentially-DSS Regulation No. 114-525C**

Dillon Christian School safeguards student confidentiality by maintaining all permanent records in a fire proof, locked filing cabinet.

### **Tracking Children (Supervision )-DSS Regulation No. 114-524.A(2)**

For the safety and security of the children in our childcare center, we have implemented a tracking system in each classroom. DCS 4K has written procedures to account for the presence of each child as the child enters and exits the premise or moves to a new location in or around the center.

### **Signing Out**

Each student in our childcare will be issued four identification cards to be used for pick up purposes. Two cards are for the parents and two for individuals listed on the student's release form. If the child has more than two names on his/her release form, you may request additional identification cards. The I.D. Cards should be given **ONLY** to the individuals listed on the student's release form. **Students will not be released to anyone without the proper identification card.**

If you need for your child to ride home with someone who is not on the release form you may send a note to your child's teacher. **This must be in writing.**

### **Car Line**

There are two car lines during the school day. Half-day students car line at 12:00 pm. The second car line is at 2:30 pm. If we cannot reach a parent, students left after the car line has ended will be sent to tutorial after school care.

### **Transportation/Field Trips~DSS Regulation NO.114-525.1**

Field trips are taken at various times during the year to places of educational interest. Children must have a parent, guardian, or approved adult to chaperone and transport them to and from the field trip, and through the duration of the activity.

## **4K Discipline Policy**

Dillon Christian School expects students to exhibit norms of behavior that are consistent with biblical standards and conducive to a healthy educational environment. DCS places a strong emphasis upon the following: whole-hearted devotion to God, unselfish regard for others, and consistent respect for those in positions of authority. In matters of student conduct and discipline, DCS acts as a partner with parents by means of adequate and timely communication.

Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom rules in the manner which the administration feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are outlined below:

- Verbal redirection-Teacher will verbally redirect or correct student's behavior.
- Head down on desk-Head down on table or desk for one minute per age of child.
- Time out-Student will sit in time out for one minute per age of child.
- Loss of play time-This may be play time in the classroom or on the playground.
- Teacher Conference-A meeting consisting of the teacher and parent to address the behavior of the child.
- Administrative Conference-A meeting consisting of the administrator, parent, and child to address the behavior of the child.
- One-Day Suspension-Parent is asked to take the child home for the day because he/she will not cooperate with the teacher or administration.

## **Accident/Serious Injury/Illness Procedures**

Definition: Emergency where one or more people are sick or injured. Immediate concern is to aid the injured person.

Steps of Action:

1. If in the classroom, press the call button to signal the office and report the emergency. If you are outside the classroom, contact the main office, Head of School/Pre-K Director and stay with the injured/sick person.
2. The office will contact parent(s) and or emergency services.
3. Use of first-aid personnel as appropriate.

### **Care for Mildly Ill Children-DSS Regulation No. 114-529 B**

For the protection of all children, your child should be kept at home (**WE CANNOT ACCEPT A CHILD AT THE SCHOOL**) If he/she shows any of the following symptoms: a temperature, diarrhea, vomiting, a rash, or conjunctivitis. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If the child has a contagious disease, he should be kept at home and the fact of his/her condition should be reported to school. **ANY TYPE OF VIRAL INFECTIONS, INFLUENZA, STREP THROAT, PINWORMS, MEASLES, MUMPS, CHICKEN POX, SCARLET FEVER, ETC. ARE AMONG CONDITIONS CATEGORIZED AS HIGHLY CONTAGIOUS.** Ask the child's doctor when he /she should be able to return to school.

If a child becomes sick at school, he/she will be isolated in our sick room in the main office, and the parent will be called to pick him/her up within the hour. **CHILDREN MUST BE FEVER FREE WITHOUT FEVER REDUCING MEDICINE FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.** Parents will be informed if there is an outbreak of any communicable disease in the child's classroom.

### **DSS Provisional Employment**

Under certain circumstances, Dillon Christian School will hire provisional employees if the employee has a clear SLED Catch and background check.