



2026-2027 Policy and Procedures
CCLSAcademy@cclakestevens.org

We would like to welcome you to CCLS Academy. We believe you have selected a wonderful place for your child to learn and grow. We look forward to developing a positive relationship with you and your child. Our first day of school will be Tuesday, September 8th. Class will begin at 8:30am/9:00am.

Our Goal

Our focus is to help your children learn to work and play with other children, follow instructions, and have a heart for Jesus. We will teach your children by following a Christian-based curriculum which includes a variety of stories, academics, crafts and other fun activities. We are a support to you and hope you and your child will feel a warm and safe environment with us.

Curriculum

Each week, the children will hear a Bible story and complete a project relating to the story. Bible stories will be taught in the order they are found in the Bible. We will begin with the creation of the world and learn other stories found in the Old Testament. We will also hear about the birth of Jesus, miracles Jesus performed, parables Jesus told and the Easter story. We will conclude with the adventures of Paul.

CCLS Academy teachers use a variety of curriculum and learning resources. Preschool and Pre-K will focus on letter and number recognition, beginning letter sounds, fine motor skills and will introduce beginning arithmetic language and shapes. Kindergarten will start with a review of all letters and then will focus phonetic awareness and beginning reading skills. Kindergarteners will also learn basic arithmetic skills (addition, subtraction) and learn numbers to 100. Hands on opportunities including projects, games and other activities will be included each day in all classes to reinforce learning.

Fees and Rates

Pre-School Tuition: \$290 per month

Pre-K Tuition: \$290 per month

Kindergarten: \$380.00

Registration Fee (non-refundable): \$100 per student

Payment

Monthly tuition will be due on the first Thursday of each month. In the case of returned checks, we will ask that cash be given for the remaining months of school. A late fee of ten percent will be charged for each week tuition is late. If there is an uncontrolled closure, full payment for the month will still be expected. Thank you for your understanding.

You can give a check to any teacher or drop it in the box in front of the office. You are also welcome to pay online. If you choose to pay online, here's how to do it: go to <http://cclakestevens.org>, then go to Giving. Scroll to the bottom of the page. Type in the amount and choose CCLS Academy as the fund. Choose the frequency, click next and select Continue to give. Then, type in your name and email address, enter the payment info and please select Cover the processing fee. Then, click Give at the bottom of the page.

Hours of Operation

Pre-School and Pre-K will be Tuesday, Wednesday and Thursday from 9:00-11:30am.

Kindergarten Monday, Tuesday, Wednesday and Thursday from 8:30am-12:00pm.

We will follow the Lake Stevens School District schedule in regards to holidays. Vacation weeks will be two weeks at winter break and one week for spring break. Full payment is required for these months.

Regarding snow days, we follow the Lake Stevens School District schedule. If Lake Stevens School District is delayed two hours or cancelled, there will be no school at CCLS Academy.

Child Drop Off/Pick Up

When dropping off your child, please enter through the foyer doors (not the door by the playground). These doors will be unlocked by 8:20 a.m. Please make sure your child uses the bathroom before class. Students and parents

may wait outside their child's classroom until class begins at 8:30/9:00 a.m. Please drop off your child at the door as this makes transitions run smoothly.

Students from all classes will be picked up right outside their classroom.

Nobody will be allowed to pick up your child without your permission (they are listed on the Emergency Contact Form). If someone else is picking up your child and is not listed on the form, please let the teacher know. We may ask for photo ID.

Please be on time picking up your child. If you are more than ten minutes late picking up, we will charge a \$20 fee.

Tardy/Absent

It is beneficial to your child if he/she is on time to class. Please call or text your students teacher to inform us if your child will be absent.

Preschool: Linda Wright 425-356-9471

Pre-K: Alison King 425-239-6822

Kindergarten: Colleen Winston 425-879-0408

Supplies

CCLS Academy will provide supplies for the children. Please make sure your child has a backpack that can fit a standard size sheet of paper. This makes it easier for staff to put the week's work in the backpacks. All class work and notices will be sent home on Thursday.

Snack Procedure

Each week we will provide snacks for all students. Please notify us of any food allergies at the beginning of the year and we will do our best to accommodate that need.

If your child wishes to celebrate their birthday, they can bring in a snack for the class. Please check with your child's teacher beforehand.

Discipline

We believe in maintaining firm, but loving discipline. If a child is disruptive and displays unsatisfactory behavior, he/she will be temporarily removed from the group. Sometimes a cooling down (time out) period is necessary before we can discuss the problem. If we see a consistent resistance to our instruction, we will speak with you so we can work on a solution together. Please

communicate with us if there is anything going on in your child's life that would need some extra understanding. We want to support you!

Illness / Emergency

Please use good judgment when your child is ill. Do not send your child to school when any of the following exist:

- Fever of 100 degrees or higher
- Vomiting or diarrhea within the last 24 hours
- Pinkeye
- Green mucus from the nose
- Persistent cough

If your child becomes ill during school, you will be contacted immediately. No medication will be given by our staff.

Photo Release

You will be asked to give permission to release photos of your child to other families within CCLS Academy. We have a private Facebook page for parents where we sometimes post photos. The group is called CCLS Academy. No photos will be used on a public domain or commercially, but strictly between parents of current children.

We look forward to a wonderful year!

Colleen Winston

Alison King

Linda Wright