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A Christian school operated by the worldwide  
Seventh-day Adventist Education System

**Educating for Eternity**

# Coral Coast Christian School Kindergarten - Year 6 Handbook



Nurture for Today, Learning for Tomorrow, Character for Eternity



## **School Policies**

A range of policy documents are available at the School. Copies for perusal can be obtained upon request to the Principal.

## **Dispute Resolution**

If a parent has any dispute with a child's education or school life the following resolution procedure should be followed. Contact should be made first with the child's teacher, then the School Principal. If the matter is still unresolved, contact can be made with the Board of Directors for Seventh-day Adventist Schools (South Queensland) Ltd.

## Lost Property

All reasonable care will be taken to collect students' clothing left on the School premises. All items of clothing should be clearly labelled with the child's name.

## Non Uniform Days

From time to time the School will allow students to come to school out of normal school uniform. On these days we expect a suitable dress standard equivalent to that of the uniform. The standard of dress on non-uniform or "free dress" days should not draw particular attention to a child. Thongs, short shorts, inappropriate slogans and revealing brief tops etc, are not acceptable. Parents will be contacted if their child's dress standard is unsuitable and they will be asked to collect their child until they can return in suitable clothing. These days are generally for fundraising for the School's sponsor child and a gold coin donation is required.

## Vandalism

Items with the potential to cause damage to school property when misused are not permitted. Permanent markers, sharp dangerous objects, chewing gum, cigarette lighters etc, are not to be in the possession of students at the School. Students who wilfully damage school property will be asked to pay for the damage.

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## MISSION STATEMENT

The mission of Coral Coast Christian School is to promote a redemptive relationship between each student and Jesus Christ. We aim to facilitate spiritual, academic, social, physical and vocational growth through the provision of an environment in which Christian nurture may take place.

*Nurture for Today, Learning for Tomorrow, Character for Eternity*

At Coral Coast Christian School we actively promote and foster the following values as the core of our program. This is made possible by **voluntary** cooperation between parents, teachers and students.

### Spiritual

To foster and promote:

- An acceptance of Jesus Christ as our personal Saviour.
- A commitment to a consistent Christian lifestyle.
- A desire to serve God and each other.
- An appreciation of Christian worship and spiritual fellowship.

### Academic

To foster and promote:

- A commitment to excellence through diligent effort.
- An appreciation of knowledge and truth in harmony with revelation through God's Word as found in the Bible.
- The ability to think logically, critically and creatively.
- A desire to become a lifelong learner.

## Financial Information 2019 KINDERGARTEN

Kindergarten Families	Tuition Fee	Activity Fees	=	Per Term
Standard Fee per Student <i>Daily \$33.00, Weekly \$100.00</i> <i>All Kindy Fees are charged at per term rates.</i>	\$1050.00	\$45.00	=	\$1095.00
Reduced Fee per Student for eligible parents(see the school Business Manager for details) <i>Daily \$19.00, Weekly, \$58.00</i> <i>All Kindy Fees are charged at per term rates.</i>	\$575.90	\$45.00	=	\$620.90

### TUITION PER TERM

STUDENTS	PREP—6	
First Student	Weekly \$48.00*	\$612.00
Second Student 15% discount	Weekly \$40.00*	\$520.00
Third Student 30% discount	Weekly \$33.00*	\$428.00
Fourth student 100% discount	Weekly \$0.00	\$ 0.00

\*Weekly calculations are base on 52 weeks for tuition only. Fees listed below are additional charges each term.

All School Fees are charged at a per term rate.

### OTHER CHARGES

#### ACTIVITY FEE

The Activity Fee is a contribution to items such as Mathletics, stationery, excursions, PE activities/ sports, swimming and competitions.

#### COMPOSITE FEE

The Composite Fee is a contribution to student textbooks, diary and stationery.

#### BUS TRANSPORT Per Term

STUDENTS	FEE	GST	TOTAL
First Student	\$240.00	\$24.00	\$264.00
Second Student	\$120.00	\$12.00	\$132.00
Third Student	\$ 60.00	\$6.00	\$66.00
Fourth Student	\$60.00	\$6.00	\$66.00

### PROMPT PAYMENT DISCOUNT

A prompt payment discount of 4% will apply for all family fee accounts paid by the due date each term & 4.5% paid annually.

### FEE ASSISTANCE

Coral Coast Christian School provides quality private education and relies on the payment of school fees. School Fee Assistance may be applied for at the beginning of Term 1, through the Business Manager & finance Committee. Application Forms are available at the school office upon request. All forms must be submitted before February 28.

## Transport Cont...

Parents and visitors must drive with extreme caution, as children's movements are unpredictable.

### Bus Service

The School operates a bus to transport students to and from School. The bus service extends within the Bundaberg and Bargara areas. The bus service is directed by the Principal and routes, pick up points, and other bus matters are decided on by the Administration team.

## SUPERVISION OF CHILDREN

The School is responsible for the safety and well being of the students during the normal School day, i.e. for half an hour before school and throughout the day including half an hour after school: that is between the hours of 8.15am and 3.15pm.

Students arriving before 8.15am cannot be provided with teacher supervision and therefore parents are advised to make other appropriate arrangements.

## ADMINISTRATIVE MATTERS

### Principal Contact Times

The Principal is available for appointments. Please phone the administration office for details and make an appointment if required.

### Fees

Fee accounts are sent out to parents each term. School fees are to be paid in full by the end of each term. A discount is applied for prompt payment. For enquiries about financial matters contact David Peers, Business Manager email: davidpeers@adventist.org.au

## Social

*To foster and promote:*

- The treatment of all people with respect and dignity.
- The development of self control and self-discipline.
- Tolerance of others and a concern for their welfare.
- Acceptance of responsibility for one's own actions.
- Habits of good manners and behaviours.

## Personal

*To foster and promote:*

- A recognition of our responsibility to develop talents as God-given gifts to be used in leadership and service for others.
- Responsible citizenship within the community.
- A genuine compassion for the needs of others.
- A sense of rightness and fair play.
- A sense of pride in a job well done.
- A recognition that we have a responsibility to care for our physical and mental health.



## SCHOOL ADVISORY

The School Advisory is, as the title states, primarily an “advisory” body, whose function is to support and advise the School Principal in the administration of the School, as well as to undertake certain functions as delegated by Jack Ryan (CEO), and the Board of Directors, (the governing body).

## PARENTS & FRIENDS COMMITTEE

Functions of the P&F committee are:

- To develop greater co-operation between the School, parents, and friends.
- To conduct general meetings of interest to parents and friends.
- To operate a low cost tuckshop.

## Dentist

The Health Department’s Dental Van visits the School to check on the children’s teeth and carry out necessary treatment. Parents will be notified when the van is at the School. In the event of an emergency you may contact the Bundaberg School Dental Service on 4303 8070.



## TRANSPORT

### Private

Queensland Transport provides assistance to parents who live a certain distance from the School and who transport their children by car. Applications for this Conveyance Allowance are available from the Department of Transport & Main Roads for those who qualify. To qualify students must reside more than 3.2km by the shortest trafficable route from the nearest State Primary School.

### Parking and Traffic

Parents are requested to park in designated parking spots only. All road signs, including directional signs, are to be obeyed and speed is to be kept to a minimum whilst driving in the School carpark.

## SCHOOL HEALTH

The School requests that you check your child's hair regularly for lice and nits.

If treatment is needed, please purchase the appropriate treatment from a chemist. You will need to check the whole family.

If live nits are found in a child's hair the parent/guardian will be contacted and asked to collect the child from the School. If this is not possible the child will be isolated for the remainder of the day.

Children will be excluded from the School until infected hair is treated.

### Sickness or Accidents

It is the responsibility of the parent to notify the School of a child's condition of health, including all allergies. If medication or special supervision is required, including Panadol and other pain relief, it is the parent's duty to keep the School fully informed and to provide the medication.

All medications to be given to the child must be handed in at the office or to a bus driver by an adult. No medication should be sent via a child.

A written note explaining administration of the medication must accompany the medication.

The School reserves the right and responsibility to confiscate any medication that have not had prior authorisation by the parent.

If a student is unwell every effort will be made to contact parents or caregivers. The chosen course of care will be in consultation with the parent.

In an emergency if the parent is unable to be contacted, the School reserves the right to take appropriate action.

It is the parents responsibility to maintain current contact details at all times.

## NEWSLETTER

A copy of the School Newsletter is given out to each school family fortnightly.

We employ several methods of communication eg Newsletters, Facebooks, emails, flyers and classroom letters.

Joining our school Facebook group is an effective way of getting the latest information about upcoming school events, as well as seeing photos of your child at school. This is a closed group for the safety of our school students and you will be required to request to join.

## SCHOOL OFFICE HOURS

The School office is open every school day from 8.15 am – 3:15 pm. Holiday hours are advised prior to the start of each holiday period.

### School Hours

Commencement time: 8.45 am

Lunch: 11 - 11:40 am

Recess: 1:25 - 1:40 pm

Finishing Time: 2.45 pm



## PARENTS AND VISITORS

Parents are welcome as helpers in the class rooms and the staff encourage this contact. It is a safety requirement of the School that all parents and visitors sign in at the office and obtain a visitor's pass before entering the School.

Please contact the office if you would like to make an appointment with your child's teacher or the School Principal.

## MOBILE PHONES

### Mobile Phones

The School telephone is not for student use. Messages will be passed on to students by the teachers. Students who bring mobile phones to school must hand them in to the office before school begins. The phone can then be collected from the office at the end of the school day. Phones are not to be taken into classrooms or toilet areas. The School accepts no responsibility for lost or stolen mobile phones.



## Shoes

- Students are required to wear black leather shoes and CCCS socks with their Formal Uniform.
- Good quality plain leather like black runners may be worn with both Formal and Sports Uniforms. *See examples below*
- CCCS Socks are available to purchase from the School Office.



## School Hat

All students are required to wear the School Hat when in the playground. Our School hat is navy blue with the school emblem. Hats remain at the School in the student's classroom unless laundering is required.

Students are to be in full and correct uniform when on the School grounds, travelling to and from school, and at school organised activities unless informed otherwise by school staff.

If your child is out of uniform a note should be sent to the class teacher explaining the circumstances.



## UNIFORM REQUIREMENTS

### Girls Hair

- It is required that girls have their collar length to long hair braided or tied up neatly with a School coloured hair tie—navy or royal blue.
- Hair is to be well groomed and cut in a moderate style as determined by the School.
- Hair that falls over the eyes when the head is bowed forward or the student is participating in physical activity, should be tied back.

### Boys Hair

- Boy's hair should be maintained above the collar, ears and eyebrows. It should not be shorter than a #3 cut.
- It should be neat and tidy at all times and haircuts should be cut in a moderate style.
- No 'flashes', razor cuts, undercuts, ponytails or other severe variations in hair length are permitted.

### Jewellery

- No jewellery, other than a watch and earrings, is permitted.
- Earrings are limited to plain gold or silver studs.
- No rings, necklaces, bangles or bracelets are to be worn.

## ENROLMENT PROCEDURES

Parents seeking admission for their child/children to this School will need to

1. Make an Enquiry and Book a School Tour
2. Provide reports from the previous school, where possible, (except for Prep students).
3. Complete an application form for enrolment.
4. Interview with Principal and Business Manager

A pupil is admitted only after the School Principal and Business Manager has accepted his/her enrolment application.

## STARTING AGE FOR KINDERGARTEN

Children must have turned 4 by June 30 in their kindergarten year (the year before prep, which is also known as pre-prep)

## STARTING AGE FOR PREPARATORY STUDENTS

Children are accepted according to the State Education Act – i.e. a child must be five years old on or before June 30 of the year of enrolment.

At CCCS classes are restricted to 22 children in order to meet requirements of adult/child ratios.

## STARTING AGE FOR YEAR 1 STUDENTS

Children are accepted according to the State Education Act – i.e. a child must be six years old on or before June 30 of the year of enrolment.

Admission of Year 1 students during the year who were previously enrolled at another school is on the condition that they satisfy the state regulation.

## SCHOOL CALENDAR

The School has four Terms per year. Regular public holidays are taken such as Australia Day, Anzac Day and Labour Day. Term dates and information on Camps, Swimming and Athletics Carnivals, Parent Teacher Night Reports, etc, are all listed on the School Term Calendar.

The School Term Calendar is published for the convenience of parents and to help with planning. It should always be remembered that changes may occur at the discretion of the School Administration team.

## SPORT / PHYSICAL EDUCATION

Active participation in the sports program encourages physical development and a healthy team spirit. Students are involved in various sporting activities including swimming, gymnastics, athletics, and Auskick.



## UNIFORM REQUIREMENTS

### Formal Uniform

Girls Check Dress - Available from CCCS Office

Boys Check Shirt - Available from CCCS Office

Navy Fleece Jacket

Boys Navy Scags (formal shorts)

Boys Formal Pants (optional)

### Sports Uniform

Unisex Polo Shirt

Black Microfibre Sport Shorts

Black Skorts

Navy/White Sports Jacket

Navy Sports Track Pants

### Miscellaneous

Hats

Socks CCCS - Available from CCCS Office

**Winter** - Girls Formal Navy Tights to replace white socks

*Uniform Supplier*  
*Shawline Embroidery*  
*17 Walker St*  
*Bundaberg QLD 4670*  
*Ph: 4152 8139*



## CODE OF CONDUCT

Students are expected to uphold the school's values and Code of Conduct. The Code of Conduct is displayed in every classroom throughout the School as a constant reminder of behavioural expectations

- treat other pupils with consideration and kindness;
- obey and respect teachers so that they can teach us;
- behave in a way that makes it possible for all pupils to achieve the best they can;
- uphold the standards of the school in all I say or do;
- behave in a way that is careful of my safety and safety of others;
- be proud of my school uniform, wearing the appropriate items correctly and neatly;
- at all times behave in a way that brings credit to my school.

## COMPUTERS

Coral Coast Christian School promotes the responsible use of technology to all students. The School provides computer access to all students in each class in which to facilitate study, research, and computing skills. The ratio for students is one computer per student.

Each student is given their own data account which is stored on the School network and monitored regularly. If any of the data is found to be inappropriate for students at a Christian School, the student's account will be suspended for a period of time and the Principal will request an interview with the parent/ guardian of the student concerned.

No personal software is to be brought to the School by students.

## EXCURSIONS

Excursions are worthwhile and valuable experiences in the students education therefore all students are expected to attend. Excursions may involve a small part of the day, all day or sometimes an overnight stay away. More detailed information will be provided prior to each excursion. Parents will be required to sign a consent form if the excursion is overnight. In some cases parents may be required to meet expenses related to the cost of an excursion. A permission notice for day excursions will be sent home for signing at the commencement of the school year.

## REPORTS

Two reports are issued each year.

A parent teacher interview is held in the middle of term 1 with the purpose of providing a snapshot of the student's progress.

A formal report will be sent home at the end of Semester 1 (Term 2)

A second parent teacher interview is held in the beginning of Term 3 which is an opportunity to discuss the Semester 1 report.

A final report will be posted after the completion of Semester 2 (Term 4)



## CHAPEL

Every Wednesday we have a chapel program in the assembly hall. This is a time when students are encouraged through awards, singing and a presentation by our Pastor or guest speaker.



## CHAPLAIN

The role of the Chaplain is to care for the spiritual, emotional, and social wellbeing of students. The Chaplain will partner with students, teachers, and parents in relation to the spiritual nurture of all involved in the School. The School Chaplain can be contacted through the School office.

You Can Do It is a social and emotional learning program, facilitated by the Chaplain, and integrated throughout all aspects of education.

The core purpose of the You Can Do It program is the development of young people's social and emotional capabilities including: confidence, persistence, organisation, getting along, and emotional resilience.

## SCHOOL BOOKS, TEXTBOOKS AND SUPPLIES

The School provides all exercise books, textbooks and stationery for the students. This is included in the school fees each term.

## ATTENDANCE

The State Education Act requires regular attendance at the School by all children.

### ABSENCES

Parents are asked to phone the office by 9.00am on the first day of absences. If parents can't phone the school an email explaining the student absence is also acceptable. It is the parent's legal responsibility to explain all absences.

### EXTENDED ABSENCES

Please contact the School if your child will be absent for an extended period. Teachers can provide work for home if given adequate notice.

### LATE ARRIVALS / EARLY DEPARTURE

Parents/guardians dropping students to the School after the school day has commenced need to come to the office to sign in the late book. Parents/guardians collecting students prior to the finish of school need to sign them out at the Administration office.

## TUCKSHOP

At present the School operates the tuckshop one day a week (Friday). The menu has a selection of foods and drinks at reasonable prices. Tuckshop menus are sent home for parents to supervise orders. Orders are to be written on paper bags and the correct money included where possible.