

Preschool Parent Handbook



Traverse City Christian School

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Welcome to Traverse City Christian Preschool!

The preschool years are an exciting time of growth and development.

It is a great privilege and responsibility to be teaching your child this year. We look forward to being partners in your child's education and working closely with you to give them a positive experience. Open communication remains an important piece of this experience, and we strive to keep you informed of their progress throughout the school year. If at any time you have a question, comment, or concern, please do not hesitate to contact us.

Notice of Nondiscriminatory Policy

Traverse City Christian Schools exists to provide a nurturing environment of academic excellence which is Christ-centered in its focus. The schools are committed to equipping all students to develop their own unique God-given potential and a sense of responsibility for stewardship toward God, concerning themselves, the world around them and mankind.

Preschool Information

Preschool is a wonderful beginning to a student's school career. Our preschool program is designed to address children's social, emotional, intellectual, spiritual, creative, and physical development.

Children will be provided with a safe and nurturing atmosphere where they will grow and develop. Each student is seen as a child of God and will be taught according to his/her needs. There will be opportunities for children to learn through active play and exploration. Children will also be introduced to routines and social rules that will help them be successful at school and in life.

License Information

Traverse City Christian Preschool has a "Licensing Notebook" containing all licensing inspections and special investigation reports, and related corrective action plans. This is available in the classroom during business hours, and may be viewed at any time. Reports from at least the past 2 years are available online at www.michigan.gov/michildcare

We offer preschool programming five days a week with full time and half day options. **All children must be toilet trained.**

Schedules:

Full days	Monday through Friday 8:00 to 2:45
Half days	Monday through Friday 8:00 to 11:00

We follow the Traverse City Christian School calendar and operate with the Elementary School for special events. This can be found on the website. We are closed for all major holidays.

Unscheduled School Closings

In case of severe weather, parents should listen to any Traverse City radio station, watch a local television station. A text will also be sent to all families regarding the school status. We will generally follow T.C.A.P.S. decision concerning closings or delays due to weather. When school is cancelled, delayed, or dismissed early due to weather, all Pre-K and elementary after-school events are postponed until further notice.

Tuition and Fees

Payment Plan Options:

Pay in Full (Payment due in July)

Semi-Annual Payments (Payments due July and December)

Monthly Payments (12 monthly payments beginning in July)

*There is a \$50 fee to enroll in the monthly payment plan

Tuition is calculated based on your signed tuition contract, not your child's attendance. Even in a child's absence, payment for all scheduled days is required. Tuition is payable with Cash, Credit Card, Check or Money Order payable to TCCS and ACH through FACTS Tuition.

A two-week written notice is required for any family wishing to change their child's enrollment contract or to withdraw from the preschool program. If no notice of withdrawal is given, you will be charged for an additional two weeks tuition.

Late Fee and Delinquent Accounts:

A 1.5% late fee will be charged if payment is not received per the payment plan due dates. If payments are a month overdue, parents are required to meet with the principal. Unpaid accounts may result in the removal of your child(ren) from the school. There is a \$25 fee for returned checks.

Service Hours:

Service Hours are not required to be served at the school for preschool families but are encouraged and appreciated.

Our Teachers & Volunteers

Our preschool teaching staff meets or exceeds the state's recommended guidelines in education and experience working with young children. They participate in the required 16 hours of professional development/training annually.

All preschool teachers are certified in Bloodborne training and First Aid and CPR every two years as required by state licensing guidelines.

Staff and Volunteer Screening

All preschool staff and parent volunteers have undergone state and federal background checks using Ministry Safe.

Curriculum

Our Philosophy:

The philosophy behind our curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. In their early years, children explore the world around them by using all their senses. In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between things.

Play provides the foundation for academic or “school” learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numerals (which are symbols for number concepts). Intentional play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

The Goals of Our Curriculum:

One of the most important goals of our early childhood program is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our aim is to help children to become independent, self-confident, inquisitive learners. We are allowing them to learn at their own pace and in the ways that are best for them. This helps them develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives. We use Creative Curriculum as it identifies goals in all areas of development.

Emotional:

To help children experience confidence and satisfaction in their accomplishments, develop independence and self-control, and have a positive attitude toward life

- Achieving a sense of self and understanding his/her value to God, family, and others
- Developing confidence to explore new things
- Taking responsibility for self, following rules and routines

Social:

To help children feel comfortable in school, trust their new environment, make friends and feel they are a part of the group

- Relating to others in a respectful way
- Behaving in a pro-social way; showing empathy and getting along in the world
- Sharing and taking turns

Spiritual:

To help nurture children's faith that God and Jesus love them and that they are special to God

- Understanding that the Bible is truth: God's Word
- Learning that God loves them through Bible stories, verses, prayer, and a loving Christian environment

Cognitive:

To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.

- Learning and problem solving; being purposeful about acquiring and using information and materials.
- Developing persistence to expand their knowledge further
- Learning to think logically and symbolically

Language:

To help children learn to understand and communicate through words, spoken and written; to build a foundation for literacy

- Listening and speaking: to communicate with others and build vocabulary
- Reading and writing: to gain knowledge of the alphabet, writing letters and words

Physical:

To help children increase their large and small muscle skills and feel confident about what their bodies can do.

- Achieving gross motor control; moving the large muscles in the body, especially the arms and legs
- Achieving fine motor control; using and coordinating the small muscles of the hand with dexterity; to perform self-help skills and manipulate small objects such as scissors and writing tools



Daily Schedule

Arrival: School begins at 8:00 a.m. Staff will be present in the room beginning at 7:45 to welcome your child to school. Please accompany your child to the classroom and check-in with the teacher each morning.

8:00 Arrival, attendance, project at tables

8:40 Morning Meeting (welcome song, calendar, weather, introduction to the theme of the day)

8:50 Restroom and snack

9:10 Bible Story

9:20 Free choice

9:40 Recess

10:00 Circle Time (story and various literacy activities)

10:30 Music Movement/Worship

11:00 Half Day Dismissal—Please pick up your child in the classroom.

11:10 Lunch / Free Choice

11:40 Bathroom

11:45 Story Time / Rest

12:30 Free Choice

1:30 Small Groups

2:20 Clean Up

2:30 Closing Circle Time (finger plays, songs, discuss the day)

2:45 Dismissal—The teacher will escort your child to your car in the carpool line.

**This is a tentative schedule, and subject to change.
Teachings staff will notify families of significant changes.



as needed.

Healthcare Policies & Emergency Plans

Healthcare Records and Immunization Requirements:

The Parent /Guardian of each child shall submit an up-to-date immunization record upon enrollment in the program and before starting in the program. A signed statement regarding the child's physical state shall be submitted to the school within 30 days of beginning attendance. The State of Michigan Health Appraisal form is used for this process.

Physical examinations completed within a year will be accepted. Immunization requirements will follow the Michigan Department of Community Health Schedule. The status of the child's immunization will be reported to the Michigan Department according to state regulations.

It will be expected that the Parents/Guardians should comply with the immunization schedule for their child during their enrollment in the program. Medical deferments and immunization waivers will be accepted from Parents/Guardians if appropriate.

Absence:

A sick student should be kept home. The main office should be notified (phone call, email, or Sycamore) of all absences by 8:15 a.m. each morning. A message before or after hours can be left on the school's main office voice-mail system. It is also helpful to contact the teacher directly via email.

Illness:

In order to prevent passing illnesses on to others we request that students stay home when they have the following:

Fever - This means a temperature at or above 100.4 degrees Fahrenheit. With fever at this level, even if your child doesn't have additional symptoms, he or she may have an infection. Your child must be fever free (without medication) for 24 hours before returning to school.

Vomiting two or more times within 12 hours. Usually a child feels better immediately after an episode of vomiting, but within an hour will have symptoms again. Please do not send a child to school if they have been vomiting until you are sure that the cause has definitely passed.

Diarrhea Watery or loose stools mean you are likely dealing with a virus, meaning you should keep your child at home.

Persistent Coughing or having any sort of breathing trouble. Coughing spreads infection. And a cough that keeps your child up at night means he/she will be too tired to learn the next day.

Rash that is spreading. Check with your doctor to determine whether the rash is contagious before sending your child to school.

Pink-eye

Lice

Hand-Foot-and-Mouth Disease

We realize that diagnosing your child's health in the mornings may be difficult to do, but we request that you consider others when making the decision to send your child to school when they are not

feeling well. When the school determines that a child is too sick to stay at school, parents will be called to make arrangements for the child to be picked up immediately.

Medication Policy:

TCCS policy and the State of Michigan law prohibits school staff from dispensing medication of any kind to students without written permission from the student's physician and parent/guardian.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication unless the **Medication Authorization Form** has been filed with the TCCS office. This form must be completed by the student's parents/guardian and licensed prescriber and must be on file at the school prior to the dispensing of any medication to a student. The **Medication Authorization Form** must be renewed annually at the beginning of each school year or when a new medication, required to be given at school, is issued to a student. Forms are available in the school office or online. The full medication policy is available on our website, on our forms page (found under the current families' tab).

No medication of any kind is to be sent to school for the child without the necessary paperwork filed in the office.

Injuries:

All serious accidents or injuries will be recorded by the staff member who was supervising when the injury occurred. In instances where a student needs medical attention, the school will attempt to contact a parent immediately. If a parent is not available, their requested emergency contact person will be called. 911 will be called in critical instances and the emergency action policy will take place.

Emergency Action Plan:

In case of a severe injury or an emergency when the child's health is believed to be in danger, Emergency Medical Services (EMS) will be requested by calling 911. A child's health is in danger if the child experiences breathing problems or lack of breathing, severe bleeding, unconsciousness, suspected head or spinal injury, or anaphylaxis.

The Principal's office will be notified of the emergency and the EMS request. Parents/Guardians will be notified immediately after the EMS call is placed. The school administration may be paged for assistance when appropriate. The Parent/Guardian will be responsible for any incurred expenses.

Evacuation plans and emergency procedures are posted in each room of the school. This will include tornado, fire drill, serious accident/injury, and crisis management information.

In the event that the school must be evacuated, teachers and staff will move the children off location to Church of the Living God. TCAPS buses or private cars will be used. Parents will be notified once the evacuation has been completed. Teacher 1 will go with the first group of children, while Teacher 2 remains on site until all preschool students have been moved to the safe location.

Cleaning and Sanitizing Schedule:

The tables will be sanitized with a multi-purpose spray that is safe for children at the beginning and

end of every school day and before all meals. Rest mats are sanitized after each rest time. Toys will be sanitized regularly.

Hand Washing Methods:

Teachers' and children's hands will be washed with warm water and liquid antibacterial soap, rinsed, and paper towel dried before meals and snacks, after using the bathroom, and when they come in contact with body fluids. Or as needed.

Health Care Training:

The teacher will be certified in Bloodborne training annually and First Aid and CPR every two years as required by state licensing guidelines.

Blood borne Pathogens Emergency Procedures:

Infection control approaches are based on the concept of standard precautions treating all blood and bodily fluids as if they were potentially infectious. Remembering that an exposure can lead to infection, we use standard precautions at all times. In an emergency situation involving blood or potentially infectious materials, we use Universal Precautions and try to minimize exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

Spill Clean Up:

- We use disposable vinyl gloves
- We clean spills with soap and water
- We utilize proper disinfectant and follow procedures

Snack & Lunch

Please notify staff of any allergies or specific dietary needs.

Snack

A mid-morning snack will be offered daily by the school. This will consist of a minimum of two food groups: protein, grain, fruit (or 100% fruit juice), vegetable, or dairy.

Lunch

Parents are responsible for sending their child to school with lunch.

Rest Time

A 45-minute rest period is offered to all students after lunch recess for those who attend full days, 8:00 to 2:45. The school provides a mat for this time. Parents must provide a small blanket to be left at

school. A small pillow or stuffed animal is optional. Children that fall asleep will be allowed to sleep as long as needed.

Dismissal

At 2:45 afternoon dismissal, the pre-k children will line up with their teacher on the sidewalk that goes to the playground, just west of the main entrance of the school. A teacher will escort your child to your car in the carpool line. You may also park your car and walk to the pre-k line to pick up your child from the teacher. Our main concern is that the children are safely escorted by the teacher to the parent and are safe in the parking lot area.

Note: If school is scheduled for a half day, we will follow the dismissal procedure above at 11:00 a.m.

Please remember that only persons that you indicate as authorized to pick up your child on the Child Information Record (white information card) are allowed to take your child.

Outdoor Play

Playground Rules

An outdoor play area will be available to the children. Outdoor play will be utilized when the weather is within reasonable heat index and wind chill temperatures.

1. Respect – Students should:
 - a. Take turns with use of limited equipment.
 - b. Keep arms and legs to themselves (no pushing, throwing or tripping other people).
 - c. Return equipment to its storage place when finished.
 - d. Respect someone else's creation (e.g. snow sculptures).
2. Games:
 - a. The supervisors will try to see that all children are included in games.
 - b. The school will supply all equipment, except when specifically permitted by the supervisors.
 - c. Certain games are to be played in specified areas.
3. Safety:
 - a. The only things to be thrown are inflated balls. Throwing of sand, stones, and snowballs is prohibited.
 - b. Food may not be consumed on the playground, unless the supervisor chooses to have outdoor lunch or snack as a group.
4. Limits:
 - a. Students may play only in the areas designated by the supervisor

Indoor recess (gym): Only gym shoes may be worn for play in the gym.
Shoes should have a closed toe to prevent injury on the playground.

Discipline and Communication

We use a positive approach in dealing with discipline issues. When a child makes a wise choice, he/she will be encouraged with a specific verbal complement. If a child is having difficulty following the rules, the following steps are taken:

Initially, positive language is used to encourage positive actions, perhaps a short reminder of the rules.

If the problem persists, the child will be redirected to another area or other materials.

Our main concern at all times is to promote a child's positive self-concept. Our methods are aimed at disciplining the child for their behavior, not for their person. Therefore, such negative methods as shaming, denial, or threats will not be used. We believe that the home/school relationship is extremely important. Problem behaviors will be relayed to parents. We also hope that any behavior changes at home will be discussed with the staff. Behavior, at any age, has a reason. It is our objective to discover the specific cause. Please feel free to discuss with the teacher any questions or concerns you might have regarding our policy.

The following are some of the limits we enforce at school. We feel that in order to provide continuity and consistency between home and school, you may wish to familiarize yourself with the rules at school.

In general:

We use walking feet indoors.

We keep hands to ourselves

We use quiet voices indoors.

Everyone helps clean up.

We use listening ears with teachers and friends.

Additional expectations:

We are gentle with toys/materials/people.

We are nice to others.

We are nice to ourselves.

We wash hands after using the bathroom and before eating.

We put our snack garbage in the trash can after snack time.

We keep all four feet of our chairs on the floor.

We keep rice in the rice table.

We use words to describe problems or feelings.

We use manners (i.e. please and thank you).

Clear communication is necessary for a successful partnership between school and home. I will regularly send home weekly newsletters in your child's weekly folder. Please let me know if something

is going on at home that affects your child. We will do all we can at school to help your child through the various transitions that occur.

We will have two scheduled parent-teacher conferences, in November and April. If you have anything you would like to discuss about your child during the school year, please contact me by email or in person and we will set up a time.

kchesney@tcchristian.org

A Preschooler's Prayer

*Bless us as we come to grow,
And teach us things we need to know.
Help us love one another as we love You.
And let us serve You
Each day in all that we do.
Amen.*

Parent Acknowledgments & Consents

I/We the parent(s) of _____,

- 1) Acknowledge that I/we received a current Preschool Parent Handbook from Traverse City Christian School.
- 2) Are aware that Traverse City Christian Preschool has a "Licensing Notebook" containing all licensing inspections and special investigation reports, and related corrective action plans. This is available in the classroom during business hours, and I may view it at any time. Reports from at least the past 2 years are available online at **www.michigan.gov/michildcare**
- 3) Agree to the tuition calculation and terms of payment as outlined in the Preschool Parent Handbook and on the Tuition Contract.

Agree to the terms outlined in the Snack and Lunch section.
- 5) Are aware that field trips may be scheduled throughout the school year and prior written notice will be given. Our policy is each parent drives their child and stays with them during the field trip.

Printed: _____

Signed: _____ Date: _____

Printed: _____

Signed: _____ Date: _____