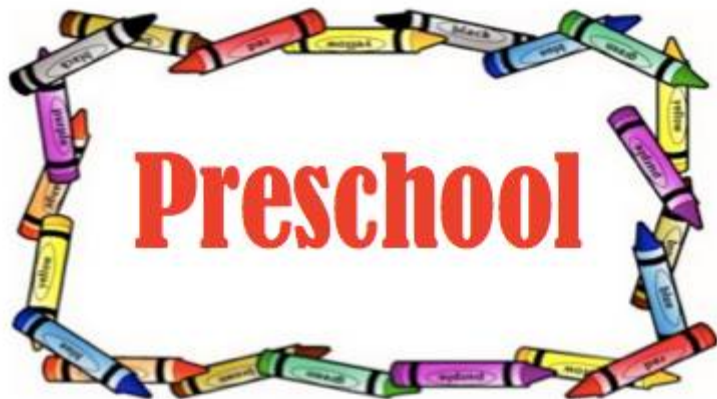


# **MOLINE CHRISTIAN PRESCHOOL HANDBOOK**

**2019 – 2020**



**1253 - 144th Avenue  
P.O. Box 130  
Moline, MI 49335-0130  
(616) 877-4688  
[www.molinechrsch.org](http://www.molinechrsch.org)**

**Mr. Kevin Sall  
Administrator**

**Mrs. Emily Horstman  
Director**

## COUNTY RESOURCES FOR PRESCHOOL PARENTS

1. Allegan County DHS  
3255 – 122<sup>nd</sup> Avenue  
Suite 300  
Allegan, MI 49010  
  
Assistance with energy bills
2. Allegan County Health Department  
3255 – 122<sup>nd</sup> Avenue  
Suite 200  
Allegan, MI 49010  
  
Vision/Hearing Testing  
Immunizations  
Family Planning  
Personal Health
3. Project Hope  
1808 – 143<sup>rd</sup> Avenue  
Dorr, MI 49323
4. Allegan County United Way  
650 Grand Street  
Allegan, MI 49010  
  
“We mobilize resources to enhance the education,  
income, and health of individuals and families.”
5. Lakeshore Pregnancy Center of Allegan  
114 Chestnut Street  
Allegan, MI 49010

# MOLINE CHRISTIAN PRESCHOOL HANDBOOK

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## MISSION

The mission of Moline Christian School is to provide a quality, Christ-centered education, equipping students for a life of service to their Lord.

## GOALS STATEMENT

Moline Christian Preschool seeks to:

1. Provide a loving atmosphere in which each child can reach his/her full potential.
2. Develop an assurance of God's love for the child and encourage a loving response to God and others.
3. Develop a sense of wonder and appreciation for God's creation.
4. Maintain a safe environment.
5. Encourage growth of a positive self-concept, problem-solving strategies and mutual respect by allowing children to choose, explore and express their needs.
6. Expose children to activities that enhance the development of small and large motor skills, visual and auditory discrimination and cognitive development.
7. Establish a sense of social responsibility, encouraging cooperation and sensitivity to others.
8. Promote an awareness of the world within which they live.

## WITHDRAWAL POLICY

1. Parents are requested to provide a one-week notice to the office, in writing, of intention to withdraw once the preschool has begun. Upon withdrawal, any prepaid tuition will be refunded (except for the enrollment fee). Tuition will be billed up to the date of formal written withdrawal received by the office. Under no circumstances can the application/enrollment fee be refunded.
2. The Board reserves the right to remove a child from preschool if the tuition is not paid by the stated due date.
3. The Board reserves the right to remove from preschool any child who has not met all the requirements necessary for enrollment.
4. The Board and Administrator reserve the right to remove from preschool any child who persistently disrupts the group or presents an uncommon danger to himself/herself or others by being there.
5. The Board reserves the right to cancel any class when enrollment in that class is too small to be financially feasible.
6. In the event that the Board or Administrator removes a child from class, prepaid tuition for the remainder of the year, if any, shall be refunded (except for the enrollment fee.)

## HEALTH CARE GUIDELINES

The Michigan Department of Human Services requires that we inform you of the following guidelines.

The hands of children and staff shall be thoroughly washed prior to handling food and before eating. The following procedures are considered the best practice for hand washing:

Turn water on, apply soap, and rub hands together until a soapy lather appears and continue for a least 10 seconds.

Rub areas between fingers, around nailbeds, under fingernails, jewelry, and the back of hands.

Rinse hands under running water until they are free of soap and dirt.

Dispose of the paper towel in a lined trash container.

Cleaning and sanitizing of all equipment, toys, and other surfaces:

The following steps will be followed for cleaning and sanitizing:

Wash the surface or article with warm water and detergent.

Rinse the surface with clean water.

Submerge, wipe, or spray the surface of the article with a sanitizing solution.

Let the article or surface air dry.

Controlling infection, including universal precautions:

Children should be able to blow and wipe their own nose, try to cover their mouth and nose when coughing or sneezing, and able to use the bathroom with minimal or no help.

We ask that parents use discretion when your child isn't feeling well and needs to be kept home, i.e., fever, diarrhea, vomiting, etc.

MCS staff members/volunteers will also follow these universal precautions when adhering to their personal health.

Handling children's bodily fluids:

We use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. Latex gloves are available and cleaning/sanitizing will be utilized. Soiled clothing and/or personal belongings will be placed in a plastic bag and returned to parents.

Medical Procedures and Illness/Injury Notifications

Bumps, bruises, or minor cuts may be cleaned and/or ice/band-aids applied, along with hugs.

For serious injury, parents will be contacted and 911 will be called if emergency medical care is needed.

When necessary, parents will be notified by telephone call, email, or the MCS weekly Home Bulletin of the following: accidents, injuries, medical incidents/illnesses.

## ENROLLMENT POLICY

1. Parents must agree to Moline Christian School's statement of educational philosophy stated in the constitution: Article II-A states: "The basis of our society shall be the inspired and infallible Word of God as interpreted by the Reformed creeds." Parents must also regularly participate in the worship services and activities of a Christian church with their children. The Board of Moline Christian School may also require an interview.
2. Enrollment is subject to approval by the Moline Christian School Board, which reserves the right to accept or deny any application.
3. To be enrolled in the four-year-old preschool, the child must be four years of age by September 1, and must be completely potty trained.
4. To be enrolled in the three-year-old preschool, a child must be three years of age by September 1, and must be completely potty trained.
5. Participating children shall be normally healthy or receive special permission from the Board of Moline Christian School. Moline Christian School does not carry any medical/liability insurance for students in case of an accident or injury of any sort.
6. The Department of Human Services requires that all participating children must have a physical examination prior to entering any year of preschool. The attending physician must fill out a health certificate. The health certificate and all other required paperwork must be turned in to the school office prior to entering preschool. No child will be allowed to begin class until all are received. All immunizations must be up to date in order for your child to attend. **We recommend that you do not schedule your child's physical until after May, since physicals are only good for one year from the date of the physical.**
7. Preschool Application Acceptance Procedure  
Preschool enrollment for fall begins each January. Everyone is eligible to turn in applications on a first-come basis.
8. Class size shall not exceed a maximum of 20 students.

## PRESCHOOL LICENSING NOTEBOOK

Please note that our preschool licensing notebook is always available in the preschool room.

## CLASS SECTIONS

### 3-YEAR-OLD PRESCHOOLERS

Tuesday/Thursday – 9:00 a.m. – 11:15 a.m.

### 4-YEAR-OLD PRESCHOOLERS

Monday/Wednesday – 8:15 – 10:45 a.m.

or

Monday/Wednesday/Friday – 8:15 – 10:45 a.m.

If the a.m. 4-year-old class fills, we will offer an afternoon class from 12:30 – 3:00 p.m. The Board reserves the right to close any class that has inadequate enrollment.

## TUITION AND PAYMENT SCHEDULE AND POLICIES

\$122.00/mo. for 11 months (\$1,340.00/yr) 3 sessions/week – 4-year-olds

\$96.00/mo. for 11 months (\$1,055.00/yr) 2 sessions/week – 4-year-olds

\$96.00/mo. for 11 months (\$1,055.00/yr) 2 sessions/week – 3-year-olds

A payment plan is chosen when you enroll your child. If you would like a different payment plan other than your chosen plan, please call the office.

If tuition payments are more than 30 days past due, the preschool student will not be allowed to attend class until payments are brought up to date.

## CALENDAR

Moline Christian Preschool is scheduled to begin the week of September 9, 2019. The final day of preschool will be during the week of May 11, 2020.

The preschool schedule shall generally follow the same calendar as Moline Christian School.

## EMERGENCY AND WEATHER-RELATED CLOSINGS AND DELAYS

Emergency closings of the preschool shall be at the discretion of the Administrator. If Moline Christian School is closed for any emergency (including snow, ice, and fog), the preschool will automatically close. Any such emergency shall be announced on WOOD TV (channel 8) and WZZM (channel 13). **If there is a two-hour delay, morning preschool classes will begin at 10:00 a.m. and end at 12:00 noon. Afternoon preschool classes will begin at 1:00 p.m. and end at 3:00 p.m. Parents are advised to use their discretion regarding road safety.**

## DAILY SCHEDULE

Our daily schedule includes Circle Time, a time for the whole class to come together for songs and stories. During this time, we also introduce the topic for the week, go over the letter of the week, and share prayer requests. Small group time is where we are able to work more directly with a group of students to focus on a specific math, science, or literacy objective. Choice Time is an opportunity for students to freely explore different centers in the classroom. There are many centers with toys and manipulatives that promote science, math, literacy, and fine motor development. Bible Time is a time for the class to come to the rug and listen to a story from God's Word. We also spend time learning various Bible songs during this time. The class will go outside unless the windchill is below zero degrees Fahrenheit, in which case gross motor activities will be inside. We also have snack time, which is provided by parents on a rotating schedule. After students are excused from snack time, they look at a book in the reading center until everyone is finished. Closing Time is our final meeting at the rug where the class will review what we have learned throughout the day and close our day with prayer.

## SNACK POLICY

Parents are requested to bring the classroom snack per a schedule that will be available the first week of preschool. Each child will be asked to bring a snack on a rotating basis. The Department of Human Services requires that all snacks be pre-packaged only.

## NOTES

So that we may be assured of the well-being of your child, we require that you call the office at (616) 877-4688 if your child will be absent or tardy.

The preschool room will be open ten minutes before the beginning of class. The teacher will not be available to supervise children prior to that time since she may be preparing for the day.

Children are sometimes brought outside to play on the playground equipment. Parents are requested to dress children appropriately for weather conditions. We will also play in the gym sometimes, so children should wear tennis shoes.

## DISCIPLINE POLICY

At the opening of preschool, children will be involved in a discussion as to what kind of behavior is expected. Should misbehavior occur, a child will be reminded of the expected behavior. If the child persists, he or she will be told to either follow the classroom rules or take a "break." Taking a "break" is sitting quietly apart from the class and rejoining the group when the child is ready to follow the rules. At no time will any physical punishment be given to any child.