



PRESCHOOL OVERVIEW

GRACE

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This handbook is designed to explain our program guidelines, policies, and procedures. I would like you to become familiar with the issues addressed throughout this handbook and feel free to come to me with any questions or concerns.



PROGRAM OVERVIEW

The preschool program is designed to provide the young child with an introduction to the school experience. They will socialize and learn with other children through play and a variety of age appropriate activities. Four year old children are provided with a special focus on Kindergarten readiness. Optional afternoons will include a variety of activities designed to build on what the children are learning in the morning as well as enrichment activities such as art, music, and gym. Parents with 4 years olds intending on going to Kindergarten in the fall, must be 4 years old by September 1st of the school year.

CURRICULUM: The program is not based on a set curriculum. The children will be exposed daily to numbers, letters and other basic concepts. There will be a short seat work time each day, however, most learning will be done through play and age appropriate group activities. A newsletter will be sent home each week detailing the activities and themes for the following week.

BASIC REQUIREMENTS FOR ENROLLMENT:

- Must use toilet independently (*exception being assistance needed with clothing*).
- Must be able to eat independently with minimal assistance.

CLASS SCHEDULE: Three-year old preschool meets Tuesday and Thursday mornings from 8:30-11:30am. Four-year old preschool offers a morning session (8:30-11:30am) and some years an afternoon session (12:00-3:00pm).

SAMPLE SCHEDULE:

8:30 - 8:50am	Quiet Play	9:25 - 10:15am	Free Choice
8:50 - 9:10am	Group <ul style="list-style-type: none">• Welcome• Prayer• Pledges• Calendar & Weather• Show-n-Tell• Letter of the Week Activity	10:15 - 10:35am	Snack
		10:35 - 10:50am	Letter of the Week Activities
		10:50 - 11:00am	Seat Work
		11:00 - 11:20am	Bible
9:10 - 9:25am	Circle Time <ul style="list-style-type: none">• Movement Activity• Story Time• Group Talk	11:20 - 11:30am	Get ready and go home

GOAL AND OBJECTIVES:

1. To provide a Christian environment and a loving atmosphere in which your child will enjoy learning.
2. To show your child God's love through my actions and words and encourage this positive behavior in them.
3. To provide a positive school experience involving Christ-centered activities.
4. To help your child develop the spiritual, social, emotional, intellectual, and physical skills needed to succeed in school.
5. To encourage a love of books and reading through language arts and story time.
6. To encourage self-expression through language, art, writing, musical, and physical activities.
7. To plan activities that allow your child to be an active participant in the learning process.
8. To create a parent/teacher relationship that encourages open communication from both sides.

ENROLLMENT PROCESS: A child who has an older sibling already attending GCS may include their Preschooler in the re-enrollment fee, but the parents will still need to fill out a separate Preschool Application for Admission for this child. New families that are applying to GCS for the first time need to follow this procedure.

1. Fill out the Preschool Application for Admission.
2. Return the Application along with the Enrollment Fee (\$100.00) to the school.
3. Contact the school office to set up an appointment with the school administrator.

THEMES: I will teach using weekly or monthly themes. All themes will come from a Christian perspective and will include Biblical teaching. We will use themes to encourage character-building as well. Each week we will focus on a letter and number. We will also work on memorizing a new Bible verse.

CLOTHING: Unless a field trip or other special circumstance warrants it, please dress your child in accordance with our school dress code in the Student Handbook. However, keep in mind that we may play outside or be using materials that could get “messy.” We will always use smocks for “messy work” but there are occasional accidents and you would not want a special occasion outfit to be ruined. Also, please label all of your child’s outer wear (boots, coats, hats, etc...) to avoid any mix-ups.

BOOK BAGS: I recommend that you send your child to school with a good-sized book bag for bringing home any work they have done in school that day. I will also be sending notes home on a regular basis so please check your child’s bag daily. Book bags should also be labeled with the child’s name.

FOLDERS: Each child will receive a folder, which will be sent home every Friday with a weekly newsletter and your child’s work from the week. Each month I will send home a calendar with a schedule of themes, special helpers, and letters and numbers of the week.

SNACK: Snacks and drink are provided by the parents on a rotating basis. A calendar will be sent home monthly with this schedule on it. Your child’s snack day is also their “Special Day.” Please do not send any type of candy or soft drink as snack. You may send a separate treat of candy if it is your child’s birthday or party day. However, these treats will always be sent home. Please send napkins with the snack to help with messes.

FIELD TRIPS: Over the course of the year we will be going on some field trips. We will usually go on a field trip when it corresponds with a weekly or monthly theme. I feel these trips often complete the learning experience for the children. Before any field trip you will receive the necessary information and a permission slip.

SPECIAL DAYS: I want your child to feel like an important and special part of our class. Having a “Special Day” will help accomplish this. This will be their snack day and show-and-tell day. They will also be my special helpers by assisting me during our morning group time, passing out snacks, and leading lines. This allows each child to be an active participant in our classroom. When your child’s name appears on our monthly calendar, it is their “Special Day.”

SCHOOL DELAYS: If there is a two hour delay, preschool will not meet.

DISCIPLINE: *Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.”* Discipline in the school and the classroom will always be handled in the context of Christian love. A child will be disciplined if they do not comply with the rules of the school or the classroom. In the classroom this will be handled based on the situation and the child and may include any of the following:

1. Reasoning with the child or children involved
2. Redirection
3. Removal from desired activity to an area where they may regain control
4. Removal of a desired activity or reward
5. A visit to the school office (last resort)
6. In the case of a serious or continuous problem, a note will be sent home or a call made.

A series of warnings and other efforts will be made before any serious disciplinary action is carried out.

The disciplinary action will never include the following:

1. Any form of corporal punishment
2. Insulting or yelling at the child

WITHDRAWAL POLICY: It is the parents’ right to pull their child from the program at any time. In some cases a child may not adjust to preschool. In this case a conference may be set up to discuss the situation. If the situation cannot be satisfactorily worked through, it may be in the best interest of the child to withdraw from the program. If the situation is a behavioral one then this decision may rest on the teacher, Administration/School Board. This is a rare occurrence however and one that would only be taken after every effort has been made to change the behavior and only after prayerful consideration. However, the school does reserve the right to dismiss any student without warning at any time that the situation warrants such an action. In either case reimbursement of tuition or fees will be handled on a case to case basis by the office.

AFTERNOON PROGRAM INFORMATION

****Possible on days when no afternoon class meets****

LUNCH: Hot lunch may be purchased through the school on days that it is served (*TBD each year*), or your child may bring a lunch from home. We will be eating lunch in the classroom.

SNACK: Each child should bring a snack and a drink for the afternoon in addition to their lunch.

REST: There will be a rest time each day. Mats will be provided, however, if your child would like a blanket to lie with they may bring one from home. These may be kept at school.

DROP IN'S: If you do not have your child signed up for our afternoon program but find that you have a need for them to stay, you may arrange this with us. There will be one fee for letting us know by the Friday before and a slightly higher fee for less notice.

*The following is information I am required to give you according to Michigan child care licensing laws.
After reading the statement you must sign two forms if you wish to volunteer in the classroom at any time.*

STAFF SCREENING POLICY

All staff and volunteers shall submit signed proof from the DHS that they have not been placed on the central registry for the abuse or neglect of children or been convicted of a felony involving harm or threatened harm. All staff undergo criminal history checks through Michigan State Police and the FBI. These documents will be kept at all times in the preschool room. If a staff member or volunteer has been convicted of either of the above, they will not have contact with the children while in the care of the center. (*We do not employ staff with such a criminal record.*)

In the case that these conditions apply to a volunteer then the plan of supervision will be as follows:

1. Volunteer will not be left alone with any child other than their own at anytime.
2. A staff member will be present at all times when this volunteer is in the classroom.
3. The parent will sign a statement saying that they understand and agree to these guidelines.

(Rev. 3/14)

SICK POLICY

Childhood illness is a part of growing up. However, each family should do their part not to infect your child's classmates. Therefore children who have a fever above 100 will not be allowed to stay at school. If your child has been sick please keep them home until they have been fever-free for 12 hours (without fever-reducing medicine).

If your child becomes ill or injured at school we will call you at the phone numbers listed on the emergency forms. If we cannot reach a parent the alternate contacts will be called in the order listed.

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