

 JCS PRESCHOOL

Loving. Learning. Leading.

**4's Parent Handbook**

**2019-2020**



## **Age Requirements**

Children enrolled in the three year old class, must be age 3 by September 1 of the current school year. Children enrolled in the four year old class, must be age 4 by September 1 of the current school year. All preschool children must be toilet trained prior to beginning preschool.

## **Required Paperwork**

Before or on the first day of school, please bring the following to school: JCS Child Information/Emergency Card, Green Health Form (including up-to-date immunizations), Parent Notification of the Licensing Notebook. If you are choosing not to immunize your child, we will need a valid waiver from the health department before starting preschool.

## **Dismissal from Program**

Reasons for removal from the program include (but not limited to): Uncontrollable destructive and violent behavior, non-payment, and failure to return required enrollment and health forms

# **Admission Requirements**

---

## **Mission**

Jenison Christian School strives to serve God through our programs. Through a curriculum that weaves faith into every aspect of life, Jenison Christian builds a community of students who are prepared to live lives which glorify God. Jenison Christian exists to: Embrace our community with the love of Christ. Foster academic growth that is distinctively Christian. Empower God's children for a life of Kingdom service.

## **What we Believe**

We believe God created the universe and all creatures. He continues to guide the course of history through events and people to the coming of the fullness of His Kingdom. We also believe that Sin separates us from God, our neighbors and the world, and alters our view of the true meaning and purpose of life. Jesus Christ is the Son of God and our only Redeemer. Only through Him and the work of the Spirit are we guided in the truth and recommitted to our original calling.

Through the Bible, God reveals Himself and enlightens our understanding of Him, our neighbor, ourselves, and His creation. His word directs all of our relationships and activities. And through Christ, we have salvation, experience hope and truth.

## **Purpose**

The purpose of our preschool is to provide a loving Christian atmosphere that is stimulating and enriching for each child. In preparation for later academic learning, we provide a program that will nurture the preschool child's social, emotional, physical, intellectual, and spiritual growth.

# **Program Mission and Purpose**

## Child Release

Children may be released to parents or designated guardian only. For your child's protection, your child will only be released to a person who appears on the Jenison Christian Child Information/Emergency Card. If there are any changes in names of people authorized to pick up your child, you must send a written note.

## Arrival and Dismissal Procedure

Preschool parents may use the Greenfield Avenue doors at arrival and dismissal times. At all other times, you must use the entrance off Graceland Avenue by the office. Please park in designated parking spaces only. Please do not park at the curb in front of school, along the sidewalk, or in the cul-de-sac. Children should always be escorted to and from the classroom by the parent or person responsible for picking up and dropping off the child. We appreciate your cooperation in providing a safe environment for the children in our preschool program.

### **Your child must be signed in and out on their scheduled days as follows:**

Please initial the attendance form on the clipboard by the classroom door when you bring and pick up your child. The date is listed at the top of the column. If the time is more than 5 minutes different than the pre-printed time, please write down the appropriate time in the box. Please line up in the area designated by your child's teacher to wait for the preschool doors to open in the morning.

When you come to pick up a child from class, please line up in the same area designated by your child's teacher. Your child's teacher will dismiss your child when she sees you at the front of the line. Then you may go with your child to their hook to put their folder into his/her backpack and get his/her coat. Please encourage your preschooler to practice these self help skills at school. **Please be considerate to our teachers by being on time to pick up your child.**

## Absences

If your child will be absent on their preschool day, please call or email your child's teacher by 9 am with the reason they are absent. If it is due to illness, please let us know the symptoms as we report these to the state.

# Attendance & Absences

## **Field trips**

4's preschool takes 3 field trips: Moelker's Orchard in October, Recycling Center in February, and the Critter Barn in March. Costs for children is included in tuition; there is additional costs for parents that is due at the beginning of the year.

**Field trip costs for 2019-2020: \$6/parent**

## **Birthdays**

Your child's birthday is a very important day! To make the day special for your child, the teacher will give him/her a birthday crown to wear at school and to take home on their special day. If you wish to supply a treat for the class, we ask that the treat is able to go home in backpacks. Treats are not to be used or eaten at school. Small toys are preferred to avoid any allergy complications.

If your child's birthday falls in the summer, plan to celebrate his/her half-birthday.

## **Classroom Celebrations**

We celebrate a variety of different events throughout the school year as a class. This includes: Christmas, Valentine's Day, and the last day of school. These celebrations happen from 10:30-11:30 and each student is welcome to invite an adult to attend the party with them. During this time, classes will play a game, do a craft or activity, and have snack together.

## **Family Events**

The JCS preschool staff plan and host a family event for preschoolers and the special people in their life! Dudes and Donuts is an event for preschoolers and their dads, uncles, grandpa's, or special guy in their life. This is hosted in the fall and at night. Mother's Day Tea is for preschoolers and their moms, aunts, grandmas, or special girls in their life. This is hosted during the day and in the spring. We hope to see you there!

# **Field Trips & Celebrations**

## Behavior Management

Jenison Christian Preschool aims to create an environment of love and respect towards oneself and each other, just as God wants us to. Staff will use positive, developmentally appropriate methods to discipline which encourages self-control, self-direction, self-esteem, and cooperation. Our whole school policy is to use the Love and Logic approach to discipline. Rules are communicated in a positive way as children are encouraged to consider others. They are also communicated in simple and specific language to help children understand. Children will be encouraged and guided when needed to make choices. If a poor choice is made, children will receive a logical consequence to their choice. When children use their actions before their words, children will be guided to verbalize their feelings and given alternative ways to settle a conflict.

## Severe Weather & School Closures

If Jenison Christian School is closed due to severe weather or building problems, preschool will automatically close. If there is a 2-hour morning delay, preschool classes will be canceled. Please listen closely to the local television or radio for information on school closings. The Jenison Christian website, [www.jenisonchristian.org](http://www.jenisonchristian.org), will also post closings on the homepage.

## Emergency Procedures

In the event that there would be severe weather or building problems during the preschool day, children and staff will take the appropriate precautions. We will stay in a safe area until an "all clear" is announced. Fire, tornado, and lockdown drills are held several times throughout the year. Please talk to your child about what they are, why they are important, and what you would do at home in these situations. Staff will explain that each child God created is important and we need to practice in case the real thing ever happened. Emergency procedures and routes are posted in each preschool classroom.

## Illness policy

If your child is showing signs of illness, please keep them at home. **A child with an illness or fever should be fever-free (without fever reducing medication) for 24 hours before returning to school.** If your child develops a communicable illness, please inform the school as soon as possible so we can inform parents that their child may have been exposed to a communicable disease. This includes chicken pox, measles, pink eye, head lice, scarlet fever, strep throat, etc.

If a child is injured or gets sick at school, the procedure is as follows: either the teacher or aide will stay with the injured/sick child while the other adult will then call the persons listed on the child information card; if needed, additional adults will be called to stay with the other children in the class.

# Emergency Procedures

**9:00 Welcome/Choice Time**

**9:10 Circle Time**

*Weather, Calendar, Introduce theme, theme book etc.*

**9:20 Art Activity**

**9:50 Clean up**

**9:55 Bathroom/Wash Hands/Snack Time**

**10:15 Free play/Small Group**

*Children choose from a variety of centers: Listening center, large muscle activities, table games, dramatic play, blocks, sensory, painting, coloring, playdoh, and more...*

*While children use learning centers, teachers and aides help children in the learning centers, help children socialize, work with individuals and small groups on readiness skills and Handwriting Without Tears, patterns, etc.*

**10:40 Spanish (1 day a week)**

**10:50 Large Group Time/Free play**

**11:00 Bible story, Bible memory, songs, prayer**

**11:10 Outside play** (weather permitting)

**11:30 Dismissal**

If weather is not favorable, children will play in the gym or do gross motor movements in the connect room.

# **Classroom Schedule**

As a licensed preschool we are required by the State of Michigan to serve only nutritionally valuable snacks. Healthy eating habits are important to the growth and development of your child. Your help is necessary for us to accomplish healthy eating habits in preschool. The school provides milk or water for the drink, while parents provide the snacks. A snack list of approved healthy snacks can be found below and will also go home with your child prior to the start of a new month. Please follow the list closely.

### **Snack Star**

On most school days, children will take a turn being the star of the day. As the star, your family will provide the snack for the class and your child will be the teacher's special helper for the day. If you are unable to provide the snack for financial or other reasons, please contact your child's teacher in advance and the school will help out by providing the snack for the class on your scheduled day.

### **Allergy Policy**

Jension Christian School has adopted a new allergy policy for the 2019-2020 school year. If your child has an anaphylactic allergy, you will have to fill out the school's Anaphylactic Form, have it signed by their doctor, and the classroom will be free from foods with those allergens. If your child is sensitive to certain foods, you will have to fill out the Accommodation form and you will be asked to bring in safe foods in case an unsafe snack is brought in.

### **Here is a list of suggested snacks:**

- Fruit: banana halves, grapes (washed and off the vine), apple slices (don't brown as quick when placed in a bowl of water), fruit cups (please bring a spoon), or apple sauce pouches
- Vegetable Sticks (carrot, celery, green pepper, or cucumber) with or without ranch dressing
- String Cheese/Cube Cheese and Crackers
- Go-Gurt or yogurt cups
- Goldfish
- Teddy Grahams
- Graham Crackers
- Pretzels
- Skinny Pop Popcorn
- Veggie Straws

# **Snack Information**



## September 2019

- 9- MW, MWF, and MTWTh classes' Child & Parent orientation sessions (60 minutes)
- 10- TTh and TThF classes' Child & Parent orientation sessions (60 minutes)
- 10- MTWTh regular class begins 9:00am - 11:30am
- 11- MW and MWF regular classes begin 9:00am- 11:30am
- 12- TTh and TThF regular classes begin 9:00am - 11:30am
- 23-27- Spiritual Emphasis Week
- 30- Early Childhood Night at Post Family Farm 5:30-7:30 pm

## October 2019

- TBD- Fire Truck Visit to school
- 2-3- School Pictures
- 5- Second Hand Sale at JCS
- 8- MTWTh Field Trip to Moelker's Orchard from 9:30am
- 9- MW Field Trip to Moelker's Orchard from 9:30 am
- 10- TTh Field Trip to Moelker's Orchard from 9:30 am
- 11- Picture retake day
- 23-25- No school – Teacher In-Service & CSI Teacher's Convention

## November 2019

- 2- Arts and Craft Fest at JCS from 9:00 am - 2:00 pm
- 26- Thanksgiving Chapel at 10 am
- 27-29- No School – Thanksgiving Break

## December 2019

- 9- MW and MWF classes' Christmas Program- 6:30pm
- 10 - TTh, TThF and MTWTh classes' Christmas Program- 6:30pm
- 11- MW and MWF classes' Christmas Party from 10:30am-11:30am
- 12- TTh, TThF, and MTWTh classes' Christmas Party from 10:30am-11:30am
- 13- January 4- No School- Christmas Break

## January 2020

- TBD- Vet Visit to school
- 6- School resumes
- 16- Early Childhood Open House

## February 2020

- TBD- Recycling field trip
- 12- MW and MWF classes' Valentines Day Party from 10:30am-11:30am
- 13- TTh, TThF, and MTWTh classes' Valentines Day Party from 10:30am-11:30am
- 21-24- No school- Mid-Winter Break

## March 2020

- TBD- Kindergarten Screening
- 16- MW Field Trip to the Critter Barn– 930-1130
- 17- TTh Field Trip to the Critter Barn– 930-1130
- 18- MTWTh Field Trip to the Critter Barn– 930-1130
- 25-27- Parent/Teacher Conferences– Time TBD by individual teachers
- 26- Celebration of the Arts school wide event

## April 2020

- 3-10- No school– Spring Break
- 13- School Resumes
- 23- TTh, TThF, and MTWTh Grandparent's Day
- 24- MW and MWF Grandparent's Day

## May 2020

- TBD- Mother's Day Teas
- 5-6– **Preschool closed for Professional Development**
- 20- Last Day of MW and MWF Preschool; Celebration from 10:30 am - 11:30
- 21- Last Day of TTh, TThF and MTWTh Preschool; Celebration from 10:30 am - 11:30

# Calendar of Events