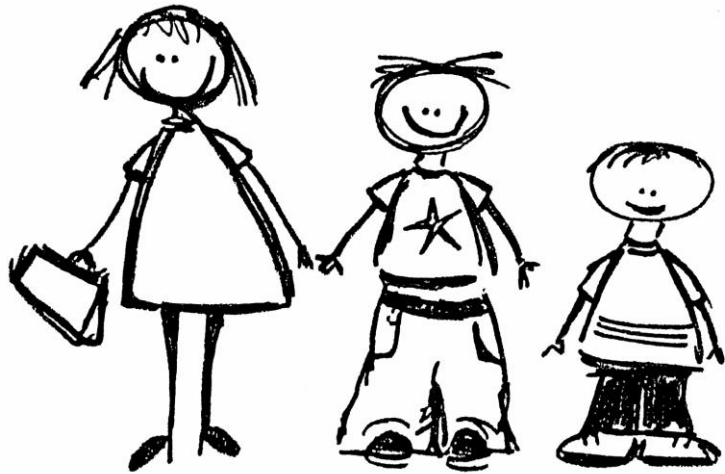


# Calhoun Christian

## Preschool

# Handbook

## 2022-2023



Revised 01/2022

## TABLE OF CONTENTS

<b>Welcome Letter from the Director .....</b>	<b>1</b>
<b>Licensing and Criteria for Admission and Withdrawal .....</b>	<b>2</b>
<b>Program Options and Hours of Operation .....</b>	<b>3</b>
<b>Program Philosophy .....</b>	<b>3</b>
<b>Sample Daily Schedule within the Classrooms .....</b>	<b>4</b>
<b>Specials and Field Trips.....</b>	<b>4</b>
<b>Discipline Policy.....</b>	<b>5</b>
<b>Communication .....</b>	<b>5</b>
<b>Attendance .....</b>	<b>5</b>
<b>Drop Off/Pick Up Procedures .....</b>	<b>6</b>
<b>Items Needed for the First Day of School.....</b>	<b>6</b>
<b>Nutrition and Food Service Program .....</b>	<b>7</b>
<b>Community Service .....</b>	<b>8</b>
<b>Volunteer Requirements .....</b>	<b>8</b>
<b>Health Care Plan .....</b>	<b>8</b>
<b>Health Related Resources .....</b>	<b>12</b>
<b>Emergency Plans .....</b>	<b>12</b>
<b>Notification of Pesticide Use at Calhoun Christian School.....</b>	<b>13</b>
<b>Policy Changes.....</b>	<b>13</b>

Dear Parents,

Welcome to Calhoun Christian Preschool! We are so excited that you are considering CCS for your child's first school experience. Can you believe that tiny one you were just holding in your arms is ready for school? Time goes by so fast. I wanted to thank you ahead of time for entrusting us with your most precious gift! Should you choose to enroll your child, we will be honored and blessed to have you here.

Calhoun Christian Preschool provides a Christian environment for your child to grow spiritually, mentally, socially and academically while having lots of fun in the process. It is a prayer of ours that this first experience is a positive one that establishes a love of learning that will carry on throughout their schooling experience.

We have wonderful classroom facilities and our own playground to provide a safe and fun environment! Our teachers are dedicated, love the Lord and His children!

We will partner with you this year in helping your child reach their fullest potential. You are welcomed and encouraged to assist with our program. We have many opportunities for you to be involved such as helping with classroom parties and school events. While we have regularly scheduled conferences, please feel free to contact us at any time. We are here for you!

We hope that you take the next step in enrolling your child by completing the attached paperwork and returning it to the office. **All paperwork must be completed and turned in prior to your child's first day of school.** If you have any questions, please do not hesitate to contact us! I can be reached by email: [melissa.pidcock@calhounchristian.org](mailto:melissa.pidcock@calhounchristian.org), or by phone: (269) 965-5560.

With you in His Service,

Melissa Pidcock  
Calhoun Christian Preschool Director

## Licensing

Calhoun Christian School is a nonprofit, Equal Opportunity Employer.

Our preschool is licensed by the State of Michigan Department of Human Services (DHS). We are constantly monitored by the state and meet all standards described by DHS.

All employees of Calhoun Christian are mandated by law to report suspected abuse and neglect of children. All employees are screened for child abuse and neglect as well as any criminal history. All preschool staff has completed the comprehensive background check as required by the state.

Our preschool maintains a licensing binder of all licensing inspection reports, special investigation reports and all related corrective action plans. This binder is available to parents for review upon request during regular business hours. You may also find this information on the Bureau of Children and Adult Licensing website at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

Calhoun Christian Preschool is a ministry of Calhoun Christian School and is governed by the school board.

## Admission/Withdrawal Policy

### Admission:

1. Contact the Calhoun Christian School (CCS) office for the enrollment process (269-965-5560). If the class is full, your name will be placed on the waiting list and you will be notified as soon as an opening becomes available.
2. Complete the forms in the *Preschool Family Enrollment Packet* and return to the office. Note: **Every line must be completed on the *Child Information Record Form*, there are to be no blanks.** If a line on the form doesn't apply, "unknown" or "none" is the required response.
3. You must provide CCS with a copy of the child's *birth certificate* and *immunization record* at the time of registration. Copies can be made in the office.
4. **All forms must be completed and turned in PRIOR to your child's first day of school.**

### Withdrawal:

We ask that parents give at least a two week written notice prior to withdrawal of a child from class. This needs to be done through the office, not your child's teacher. You will be responsible to pay the full month's tuition for the month you withdraw your child.

If we feel that a child is not adjusting to the program; displaying unacceptable behavior such as excessive biting or aggressiveness; or that Calhoun Christian Preschool cannot meet the needs of your child; the director and school administrator will advise you and suggest other options. We will give a two-week notice to find alternate care. However, sometimes it is better for all concerned if a child is dropped immediately. This, of course, will be our last option after all other attempts have been made and resources have been exhausted. Non-payment of fees and tuition would be an additional reason for dismissal.

## **Program Options and Hours of Operation**

**Three-year-old\* program:** Two (T/TH), Three (MWF) or Five days

Morning program: 8:00 – 11:00 a.m.

Full day program: 8:00 a.m. – 2:40 pm.

*\* Children must be 36 months and potty-trained by the first day of school to enter our three-year-old program.*

**Four-year-old program:** Two (T/TH), Three (MWF) or Five days

Morning program: 8:00 a.m. – 11:00 a.m.

Full day program: 8:00 a.m. – 2:40 p.m.

**Beginnergarten\*:** MWF or Monday – Friday

Full days only from 8:00 a.m. – 2:40 p.m.

*\* Children must be four years old by September 1 to enter our Beginnergarten program.*

We offer before school care for preschool students through age 12, from 7:00 a.m. - 7:45 a.m. and after school care from 2:40 p.m. - 6:00 p.m. The Tuition Sheet is included in the *Preschool Family Enrollment Packet*.

We operate on a school year calendar from August to June. Refer to the School calendar for scheduled days off. Weather-related closings will be on local radio (WBCK) and television stations (WOOD-TV8, WWMT 3 and WOTV 41). We will also send an email and Facebook announcement.

## **Program Philosophy**

Our program has a strong focus on academic preparation and socialization in a warm, loving, Christ-centered environment. We provide developmentally appropriate practices to nurture children's growth socially, emotionally, spiritually, physically and cognitively. All of this within a safe learning environment with hands on activities to enhance learning, as well as encouraging independence.

## **Sample Daily Schedule**

*\* May vary slightly between programs*

7:45	Doors open
7:45 – 8:30	Independent play time and clean up
8:30 – 9:00	Morning Opening
9:00 – 9:30	Lesson time
9:30 – 10:15	Center Time: Art, Writing, Reading, Fine motor skills
10:15 – 10:30	Snack
10:30 – 10:50	Large Motor/Outside
10:50 – 11:00	Wrap up/ Ready for home
<b>11:00</b>	<b>Morning preschool ends</b>
11:00 – 11:30	Gym class for Beginnergarteners & Full day Preschoolers (number of days may vary), wash for lunch
11:30 – 12:00	Lunch time
12:00 – 12:15	Story time
12:15 – 12:30	Bike time to Elementary restrooms for bathroom break
12:30 – 1:30	Rest time (may vary depending upon program option and Specials Schedule)
1:30 – 2:00	Enrichment time and snack: review of morning curriculum, table time and group activities
2:00 – 2:35	Specials (Spanish, Music, Computers) or Outside
2:25 – 2:40	Ready for home
<b>2:40</b>	Students are walked to the front of the school for pick up or are signed into our Extended Care program.

### **Specials**

Morning preschoolers participate in a variety of specials that **may** include: Library, Mind Maze and Chapel. Beginnergarteners participate in Gym, Spanish and Computer (2<sup>nd</sup> semester) classes.

### **Field Trips**

The location of our school building provides an awesome opportunity for our students to walk to the Fire Department! Parents must complete a Central Clearance Registry form in the main office, two weeks' prior in order to attend! Due to state licensing requirements for all unsupervised volunteers, we have opted to bring experiences into our classrooms instead of traveling. For example, local pet stores have brought in exotic animals and reptiles, farmers have trailered in cows and driven their tractors in. We even had a race car race around our property.

## **Discipline Policy**

*“Train up a child in a way they should go... and they will not depart from it.” Proverbs 22:6*

Our objective in discipline is for each child to develop inner control (i.e. self-discipline). This is achieved by all staff and children knowing the guidelines for behavior and consistently upholding them. Our belief is that many discipline problems can be avoided by proper management of the classroom environment - lots of interesting activities and learning experiences in the daily curriculum and by sensitive awareness of the child’s abilities, needs, and feelings.

Specific discipline procedures are listed according to decreasing frequency:

1. We use positive methods to encourage positive behavior: praise, stickers, happy notes, prizes from prize jar, Cougar Paws, etc.
2. Encourage child to use words or other non-aggressive problem solving methods. Give children time and opportunity to solve problems before interacting with the answer.
3. Re-direct child.
4. Place child in “time out” not more than one minute per age of child (i.e. – a time out for a 3-year-old will not exceed three minutes). This is to be followed by talking with the child about occurrence that warranted the time out and talking with the parents about what occurred. This should be documented in the behavior log to help determine if this misbehavior is consistently occurring.
5. If consistent misbehavior continues, a meeting with the director needs to occur along with notifying the parents to help problem solve to determine an underlying cause and to eliminate the unwanted behavior.

## **Communication**

Information about our school can be found on our website at [www.CalhounChristian.org](http://www.CalhounChristian.org). Our school has several Facebook pages you may join. Every year, preschool teachers create a closed Facebook page to which they upload pictures of students and activities often. CCS sends a weekly Cougar Connection via email every Friday listing upcoming events and information. Each classroom teacher also sends home a paper copy of a Weekly Update informing you of upcoming school and classroom events, in addition to recapping what was learned through the week. This Weekly Update is also posted to their classroom Facebook pages.

## **Attendance**

Your child’s attendance is recorded daily on our Attendance sheets. Please notify the office if your child will not be in attendance. Your child’s teacher will only release your child to the adults listed on your child’s Information card.

## **Drop off / Pick up Procedures**

All parents need to bring children in each morning through the main Preschool entrance on the north side of the building (doors open at 7:45 a.m.). Morning preschool parents also use these doors at pick up time at 11:00 a.m.

All doors to the building are locked at all times; please buzz to be let in. Staff will not release the door if they do not recognize the person requesting entrance. They must then request (via intercom) to enter at the front of the building and report to the office.

Beginnergarten and Full day preschool parents must enter the pick up line in the front of the school at the end of the day at 2:40 p.m. For any scheduled half days, **dismissal is 11:20 a.m.**, pick up in the front of the school as well. You must stay in your car. Your child's teacher will bring them to you and assist in helping them into your vehicle but not with buckling them into their safety seat. We then ask that you pull forward out of the line to buckle your child in. This helps in keeping the line moving along.

We will not release your child to anyone that is not listed on the Child Information form and we will initially request to see identification of those picking up your child that we have do not recognize. We appreciate being notified ahead of time if someone other than the usual person will be picking up.

*If you need to drop off or pick up your child during times other than scheduled, please do so through the front of the building as students and their teacher might not be in their classrooms to release the locked door.*

## **Items Needed for the First Day of School**

A small pillow and/or stuffed animal (that fits into your child's back pack, and will remain at school all week) to be used during rest time. Please do not send a stuffed animal that your child cannot sleep without at bedtime. Consider purchasing a special stuffed animal just for school!  
*Note:* blankets are provided and are washed weekly at the school.

- A Water bottle
- New gym shoes (for Beginnergarteners and full day preschoolers) to be left at school
- An extra set of seasonal clothing to be left in the child's locker
- An extra set of winter wear items that can be left at school (if possible)

Toys should not be brought to preschool unless it is requested for a special occasion

***\* Please label all of your child's belongings.***



Please dress children in comfortable clothing that you do not mind them getting dirty in. Children should not have to worry about getting clothes dirty while playing, learning and having fun! We love fun, messy art projects. While we do use washable art supplies and art shirts to protect clothing, we cannot guarantee possible staining won't occur.

Calhoun Christian School accepts no liability for personal belongings that are brought to preschool from home. We recommend that any personal property of value, monetary or sentimental, not be brought to school.

## **Nutrition and Food Service Program**

Our programs include a time for *morning* group snack which is provided by parents. Each student will be our designated snack helper for one week at a time in which they will provide snacks for all students Monday through Friday, regardless of which program they are enrolled. A snack calendar will be provided as well as posted on the bulletin boards outside of each classroom. The class list will be rotated through alphabetically. The number of times a family is responsible for snack in a year and the amount of snack needed will be determined by how many students are enrolled in class. We encourage healthy, nutritious snacks such as fresh fruits and vegetables, crackers and cheese. We also request milk or water to drink. Occasionally, you may be asked to provide cups, plates, or napkins. We will notify all parents of any allergies so that certain foods can be avoided. We will do our best to meet special dietary needs. Parents may choose to send an individual snack daily for their child in lieu of what is being served.

Beginnertenters and Full day Preschoolers have the option of ordering hot lunch for an additional charge above tuition paid. We partner with Lakeview Schools and provide a hot lunch as an option. Our school lunches meet CACFP guidelines. Parents need to order hot lunches on Sycamore (our Online School Management System) one month in advanced. The menu will be posted on the parent information board in the preschool hallway. Substitutions may occur and will be written in on the menu. *At this time, we are not offering any special dietary accommodations / alternatives.* Free and reduced lunches are available – see the office for an application.

Each Beginnertentener and Full day preschooler provides his/her own snack in the afternoon. A snack item may be placed in their sack lunch marked “snack” so that the teacher knows to have them save that for the afternoon, and not eat it at lunch time. A separate snack needs to be sent in their back pack if they are eating hot lunch.

**All lunch bags and water bottles must be labeled with child's name and the date. Laminated tags will be sent home at the start of the year. Please clip the tag onto the bags and label daily. Sticker dots work well for placing the date on water bottles daily.** We will not warm up any lunches brought from home; however, we will store lunches in our refrigerators.

## Community Service

*Calhoun Christian School provides academic excellence while upholding God's truth and challenging children to serve!* At Calhoun Christian School, students at every grade level focus on a ministry need to help them learn to contribute positively to the world around them.

Preschoolers participate in a variety of community outreach events such as collecting needed items for Operation Christmas Child, Local food pantries and B.C. Alternatives.

## Volunteering at Calhoun Christian School

Family Service Hours (volunteer service) are vital to Calhoun Christian School. Service hours help to develop camaraderie between parents and school staff and help to contain costs and enhance programs. Most important is the fact that children of parents who are involved in their school are far more likely to succeed in the classroom and in life. CCS parent/guardians are required to:

- Donate 20 service hours for full time students. For part time students multiply days per week of attendance by 4 hours.
- Pay a \$250 family service fee or \$12.50 per hour
- A combination of both

## Calhoun Christian Preschool Health Care Plan

The policies and procedures listed below are for the health and well-being of all children in our care at Calhoun Christian School. We take our obligation to provide a healthy environment seriously and appreciate your understanding and cooperation. This plan applies to both students and staff. We reserve the right to ask parents to take a child home if our staff assesses the child and determines the child is ill, unable or unwilling to participate in normal activities, and/or the staff is unable to provide extra care without compromising the health and safety of the other children. We encourage you to have a backup childcare plan in place before sickness occurs.

### A. Illness/Accidents/Incidents and Notification

1. All children must have a health appraisal and proof of immunization on file in the office prior to the child's first day of school. Immunizations shall be updated yearly by parent/guardian. Immunization waivers can be obtained by the Health Department and must be updated yearly.
2. Children with a **temperature of 100 degrees** and/or above will be sent to the Directors office. Parents will be contacted via phone and requested to pick up their child immediately. Sick children will remain in the Directors office until parents pick up. **Children must be non-medicated and fever free for 24 hours before returning to school.**
3. Children noted by caregivers to have skin eruptions, undiagnosed skin rashes, diarrhea, prolonged coughing or vomiting will be sent home. **Children must be symptom free for**

**24 hours before returning. Children on antibiotics must wait 24 hours before returning as well.**

4. Calhoun Christian staff must also remove themselves from the center if they experience any of the above and may not return until they are symptom free for 24 hours.
5. Children diagnosed with a Communicable disease must stay home until they are no longer contagious. Parents must report diagnoses to the school office as it then must be reported to the Department of Community Health.
6. When a child at Calhoun Christian Preschool contracts a communicable disease, a notice will be posted outside of that child's classroom and a copy will be sent home with each student.
7. Only medication in its original prescription bottle, labeled with the date of prescription, child's name, and exact dosage will be administered. *A medication administration consent form must be completed in the office.* All medication will be kept in the office and administered by office personnel. The office staff will document the date, time and amount of all medication administered while a child is at school. This includes chapstick and all lotions! Medication forms for those items will be kept in the Directors office and administered and recorded by preschool staff.
8. **EMERGENCIES-** The director or school principal will assess the seriousness of an injury. The teachers will treat minor cuts and scrapes. If the injury is of an emergency nature, either the director or school principal will administer first aid along with determining if an ambulance should be called. Parents will be called immediately. The Child Information form will be consulted for contact information. If neither parent is available, the persons designated by the parents to be notified in the event of an emergency, will be contacted. If neither parent nor designated persons are available in an emergency situation, the physician listed on the Child Information form will be called and his/her instructions will be followed. An adult member of the school staff will remain with the child until that person arrives. When contacted, the parent or authorized persons listed on the Child Information form will be expected to arrive immediately.
9. An Accident report will be completed, copied and sent home for any minor incident including: accidents, injuries and illnesses on the day of occurrence. A State of Michigan Incident Report will be completed if a serious injury or emergency occurs and it will be filed with the Department of Human Services.
10. If a parent reports that a child received medical treatment or was hospitalized for an injury accident or medical condition that occurred while the child was in care of the center, a verbal report to all necessary departments will be made within 24 hours of the parent reporting the treatment or hospitalization.
11. A verbal report will be made immediately to the parents and to all necessary departments within 24 hours of the following incidents: **Lost or unsupervised child, an incident involving allegation of inappropriate contact, physical discipline by staff, the death of a child in care, a fire on the premises of the center that requires the use of fire suppression equipment, or the center is evacuated for any reason.** *Lost or left unsupervised:* the discovery that the child didn't return from a field trip, or when the child leaves the building unnoticed, or when a child is found unattended separate from his or her group, or when a child is left outside or on the bus. *Allegation of inappropriate contact* including but not limited to: alleged sexual contact between children or a child

and child care staff member or volunteer, or physical discipline of a child by a child care staff member or volunteers.

## **B. Hand Washing Procedure**

Calhoun Christian School Preschool staff and students should adhere to the following hand washing procedure:

- Turn on the water to a comfortable temperature between 60 degrees to 120 degrees Celsius.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean disposable towel. Turn taps off with the disposable paper towel.
- Dispose the paper towel into a lined trash container.
- Use hand lotion to prevent chapping, if desired.

Hands must be washed with soap under running water. The following are not approved substitutes for soap and running water (unless water is temporarily unavailable):

- Hand sanitizers
- Water basins
- Pre-moistened cleansing wipes

Staff and Children must wash hands when they arrive at school.

Staff and Children must wash hands after:

- playing in the texture table
- completing messy art projects
- using the restroom, nose blowing/wiping/touching, and coughing (if not done appropriately into the crook of the arm)
- eating food
- giving medications and/or applying first aid

Staff and Children must wash hands before:

- preparing any food at snack time
- eating food
- giving medications and/ or applying first aid

## **C. Cleaning and Sanitizing**

The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent (Spray bottle #1).
- Rinse the surface with clean water (Spray bottle #2).

- Submerge, wipe, or spray the surface or article with sanitizing solution (Spray bottle #3).
- Let the article or surface air dry.

Examples of sanitizing solutions include but are not limited to:

- Water and non-scented chlorine bleach solution with a concentration of bleach 50 – 200 parts per million (1 tablespoon per gallon of water). Bleach used for sanitizing must have an EPA number indicating approval for food sanitizing.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer’s directions.

Tables and chairs in the classroom are cleaned and sanitized prior to and after snack time as well as at the end of the preschool day.

Toys are sprayed daily during our school wide cleaning time. All toys will be submerged in bleach water and air dried at the start of every school year, mid-year and during a flu outbreak which closes the school.

#### **D. Handling Bodily Fluids**

Every Calhoun Christian School staff member is trained in accordance to state guidelines in the handling and disposing of blood-containing bodily fluids and tissue discharges, and other potentially infectious fluids. Staff members will be responsible for cleaning and disposing of bodily fluids in the proper manner. The Universal Health Precautions taken include the following steps:

1. Personal protective equipment needs to be used - wearing gloves, gowns, eye protection and other protective gear
2. Hands must be washed prior to and after decontamination using appropriate cleaning methods to decontaminate surfaces and objects.
3. For cleaning up vomit, spit up, or feces, the surface or object must be disinfected using water and non-scented chlorine bleach (1 tablespoon of bleach per gallon of water).
4. Waste disposal needs to be double bagged, labeled and taken directly to the dumpster.

## Health Related Resources

To assist with information and training for the center and its parents, the following resources are used:

1. Information from the Calhoun County Health Department located at 190 E Michigan Ave Ste A100, Battle Creek, MI 49014, (269) 966-1241 or <http://www.calhouncountymi.gov/>
2. Consumer Product and Safety Commission for equipment and toy recalls at <http://www.cpsc.gov/cpscpub/prerel/prerel.html> U.S
3. Parenting website for information on ages and stages, product reviews, recipes and mom tips at: [www.parenting.com](http://www.parenting.com).
4. Michigan.gov for various local assistance programs, child licensing rules, early childhood training topics and documents.
5. Poison Control # 800-222-1222.

## Emergency Plans

To keep your child safe, the entire Calhoun Christian School body performs Fire, Tornado and Lockdown drills throughout the school year. A record of when these are performed is available on our school website.

Preschool Staff is given advanced notice of drills done at the beginning of the year to help prepare students. In preparation, we discuss the importance of practicing these drills to keep students safe. We always remind students that God always takes care of us so we should not worry! We will inform you when these are expected to happen so that as a family, you may also discuss this. However, as the year progresses and students are more aware of what is happening when they hear the different bell tones signaling fire, tornado or lock down, no advanced notice is given.

In the event of a real life emergency in which students must be relocated, they will be taken to **St. Joseph School – 47 North 23<sup>rd</sup> Street**. Parents will be contacted via an all school email and/or teacher-made phone calls to each family. We will also notify the police department.

We are thankful to be under the protection of the King and hope you find comfort in knowing this as well!

## **Notification of Pesticide Use at Calhoun Christian School**

Public Act 131 of 1193 requires the school to notify parents prior to the application of pesticides at school. A “pesticide” is defined as a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant or desiccant.

This handbook is to be considered an annual notification to parents or guardians informing you that you will receive advanced notice of pesticide applications. This handbook is given out upon admittance or every September.

Pesticides are used occasionally in and around the entire school building. You will be provided 48-hour advance notice prior to use. When the application occurs, parents will be given detailed information about what was applied, the targeted pest or purpose, the location of application, and date of application. A notice will be posted on the main Preschool doors, and on the Parent information board in the preschool hallway. We will also send a notice home. In addition, mice bait traps are occasionally used as well. For questions, you may call our office at 269-965-5560. For further information, the National Pesticide Information Center can be contacted by calling 1-800-858-7378.

## **Policy Changes**

Calhoun Christian School board and/or the Calhoun Christian Preschool director may change, delete, suspend or discontinue any part or parts of this Parent Handbook at any time without prior notice as school business, employment legislation and economic condition dictate. You, the parent will be notified of such changes.

This Parent Handbook replaces any and all other Calhoun Christian Preschool Parent Handbooks, or other policies and procedures whether written or oral.

This Preschool Parent Handbook is to be used in conjunction with the Calhoun Christian Parent Handbook.