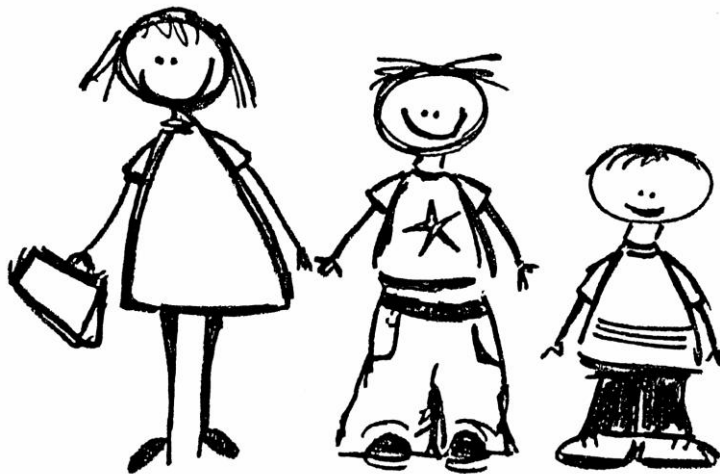


# Calhoun Christian

## Preschool

# Handbook

## 2024-2025



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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, and 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.

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, neglect, and any criminal history. All preschool staff have 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 (CCS) and is governed by the school board.

## Admission/Withdrawal

### Admission to Calhoun Christian Preschool

Calhoun Christian Preschool follows the Calhoun Christian School *Parent-Student Handbook*, available on our school website, as approved by the Board of Directors.

Please contact our Enrollment Specialist for details regarding applying to and enrolling at Calhoun Christian School's preschool. 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.

Before a student can begin at Calhoun Christian Preschool, an application to the school must be submitted including paying the \$50 per student fee, the enrollment packet completed within one month of acceptance including paying the \$100 per student enrollment fee, tuition paid or a tuition payment plan set up through our FACTS financial system, and the following must be turned in to the office:

1. A copy of the child's most recent immunization record, or a waiver on file for any immunizations not accepted or doses missed.
2. A copy of the child's [Health Appraisal](#), completed by the child's doctor.

### Tuition and Fees

Calhoun Christian Preschool has a new student application fee of \$50. A re-enrolling student's application fee is \$35. During the completion of the enrollment packet, a \$100 per student fee is charged to cover supplies for the school year. We utilize FACTS financial for payment plans, which securely accepts bank account information or the placement of a credit card on file.

Tuition rates for 2024-2025 are as follows:

<b>Preschool Program</b>	<b>Annual Tuition</b>
2 Half Days – PK3 / PK4	\$1,800
3 Half Days – PK3 / PK4	\$2,700
5 Half Days – PK3 / PK4	\$4,050
2 Full Days – PK3 / PK4	\$3,150
3 Full Days – PK3 / PK4	\$4,500
5 Full Days – PK3 / PK4	\$6,525
3 Days – Begindergarten	\$4,050
5 Days – Begindergarten	\$6,750

Tuition is charged on an annual basis and can be paid monthly. Tuition is due for any day a child is scheduled to be in attendance, regardless of absence or school closings. Further details regarding our Calhoun Christian School financial policy is available in our *Parent-Student Handbook* on our [calhounchristian.org](http://calhounchristian.org) website.

*Please note:* There is a \$50 fee for parent-requested program changes (including classroom and schedule changes) once the school year has begun. If the program change is teacher-initiated for the best interest of the student, this fee will be waived.

We do not accept DHS payments at this time.

### **Withdrawal from Preschool**

A two-week written notice is required to withdraw a child from our programs. This notice (an email is acceptable) needs to be sent to the main school office. You will be responsible to pay the remaining semester's tuition for the semester you withdrew 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. This is after we have exhausted all other resources and worked with your family. 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 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 to encourage independence.

## 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:** 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.

*\*Children must be four years old by December 1 to enter this program.*

**Beginndergarten\* program:** Three (MWF) or Five days

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

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

We offer Before School care for preschool through fourth grade students, from 7:00 a.m. - 7:45 a.m. and After School care from 2:40 p.m. - 6:00 p.m. The CCS School calendar is available on our calhounchristian.org website outlining any half days, holidays, and start and end dates.

We operate on a school year calendar from August to June. Refer to the school calendar (posted on the calhounchristian.org website) 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 a parent text alert, email, and Facebook announcement.

### Sample Daily Schedule

*\* May vary slightly between programs*

<b>7:45 am</b>	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 am</b>	<b>Morning preschool ends: Parents park in the north parking lot and enter the building for pick up.</b>
11:00 – 11:30	Gym class for Beginndergarteners (number of days may vary)
11:30 – 12:00	Wash for lunch; Lunch time
12:00 – 12:15	Story time
12:15 – 12:30	Restroom 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 and Computers) or Outside
2:25 – 2:40	Ready for home
<b>2:40 pm</b>	<b>Students are walked out through the preschool doors on the north end of the building for pick up or are signed into our After school program.</b>

## Specials

Morning preschoolers participate in various special activities, including Library and Chapel. Beginning gardeners participate in Gym, Spanish and Computer (second semester) classes.

## Field Trips

All parents and volunteers must complete a Central Clearance Registry form in the main office to participate or volunteer for any school-related activity (including preschool classroom parties). Due to state licensing requirements for all unsupervised volunteers, we have opted to bring experiences into our classrooms instead of traveling outside of the school.

## 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. We Encourage children to use words or other non-aggressive problem-solving method.
3. We give children time and opportunity to solve problems before interacting with the answer.
4. We Re-direct children.
5. We have children take a break in a quiet chair, not more than one minute per age of the child (i.e. – a 3-year-old will not exceed three minutes). This is followed by talking with the child about the occurrence that warranted the break and talking with the parents about what occurred. This is documented in the behavior log to help determine if this misbehavior is consistently occurring.
6. We request a meeting with the parents if consistent misbehavior continues, to help determine an underlying cause and create a plan 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, our preschool teachers create a closed Facebook page to which they upload pictures of students and activities. 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**

Child attendance is recorded daily on the tablets within each classroom when you, the parent, sign them in with your CODE (assigned through FACTS upon enrollment) upon drop off. Please notify the main school office if your child will not be in attendance. Your child's teacher will only release your child to the adults listed in your Enrollment information. Every person listed will receive their own CODE for dropping off or picking up your child. If for some reason you need to add or remove a name, please contact the main school office AND your child's teacher.

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

**Please label ALL off the following and bring:**

- A small pillow and/or stuffed animal (one that fits into your child's backpack and can 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 Kindergarteners) to be left at school
- An extra set of seasonal clothing to be left in the child's locker
- Winter wear items that can be left at school

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

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

Enter through the main Preschool entrance on the north side of the building. Classroom doors open at 7:45 a.m., class begins at 8 a.m. Morning preschool parents use these doors at pick up time at 11:00 a.m. 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 teachers might not be in their classrooms to release the locked door.

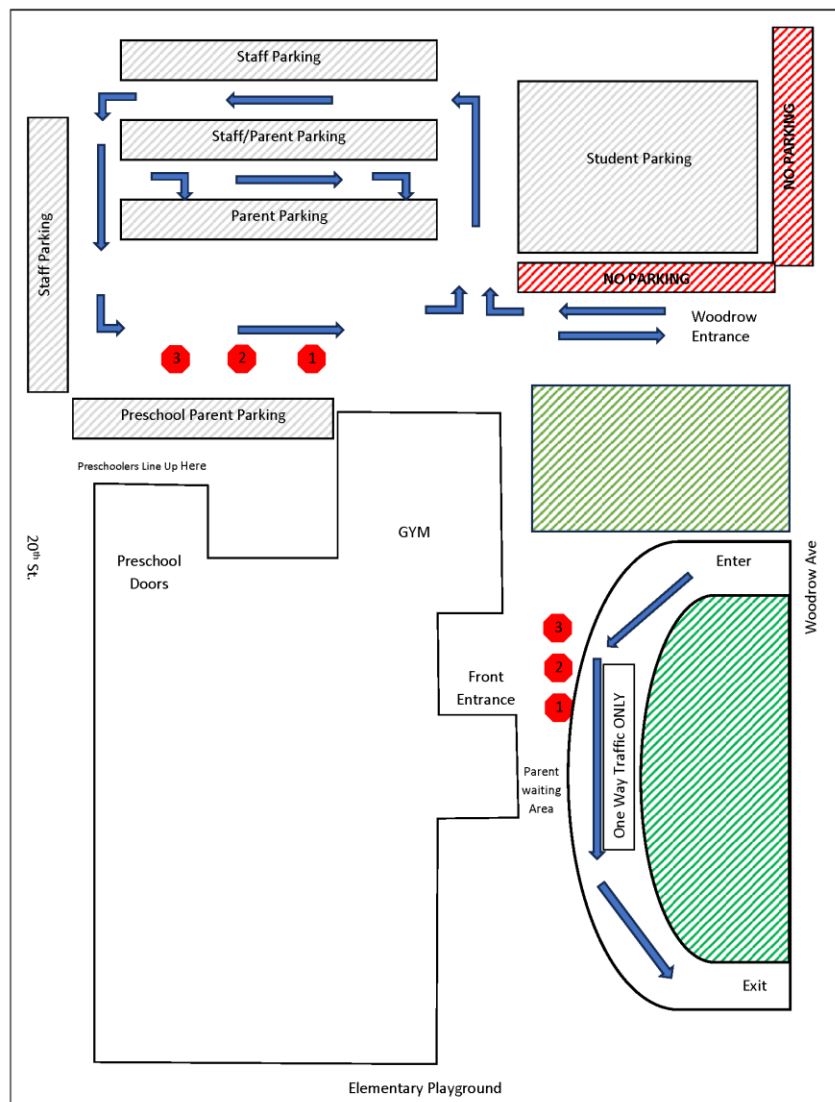


Beginnergarten and full day preschool parents must enter the pick-up line in the north parking lot, directly outside of the preschool doors. Our day ends at 2:40 p.m. For any scheduled half days, **dismissal is 11:20 a.m.** You may park and walk up, or your child's teacher will bring them to you and assist in helping them into your vehicle. We ask that you then pull ahead and buckle them into their safety seat. This helps in keeping the line moving along.

All doors to the building are always locked; please buzz to be let in. Staff will not release the door if they do not recognize the person requesting entrance. They will be asked to enter the building through the front doors and report to the main school office.

We will not release your child to anyone that is not listed in your enrollment information, and we will initially request to see identification of those picking up your child that we do not recognize. We appreciate being notified ahead of time if someone other than the usual person is picking up.

### Calhoun Christian School's Drop Off and Pick Up Locations



## 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 regardless of how many days they are scheduled to attend. A snack calendar will be provided and posted on the bulletin boards outside 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 ask that paper towels and any needed utensils be provided as well. 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 via our school information system one month in advance. The menu will be posted on the parent information board in the preschool hallway. Substitutions may occur and will be written 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 lunch bag labeled “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 backpack if they are eating school lunch.

**All lunch bags and water bottles must be labeled with the child’s name and the date. Laminated tags will be attached to your child’s lunch box the first day. Please do not remove the tag on the lunch box but add the date to it daily. Sticker dots work well for placing the date on water bottles daily and will be provided on the lunch carts.** We will not warm up any lunches brought from home. We do store lunches in our refrigerator.

## 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 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 Director's office. Parents will be contacted via phone and requested to pick up their child immediately. Sick children will remain in the Director's 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 they 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 an emergency, either the director or school principal will administer first aid and determine if an ambulance should be called. Parents will be called immediately. The Child Information Record will be consulted for contact information. If neither parent is available, the persons designated by the parents to be notified in an emergency will be contacted. If neither parent nor designated persons are available in an emergency, the physician listed on the Child Information Record will be called and his/her instructions 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 Record 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 severe 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 childcare staff member or volunteer, or physical discipline of a child by a childcare 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 F.
- 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 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 (Environmental Protection Agency) 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 with 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 bodily fluids properly. 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.

### **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 are 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 lockdown, no advanced notice is given.

In the event of an 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.

## Notification of Pesticide Use at Calhoun Christian School

Public Act 131 of 1193 requires the school to notify parents before applying 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 with 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

The Calhoun Christian School board of directors 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 parents, will be notified of such changes.

This Parent Handbook replaces 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.

## 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 <https://www.cpsc.gov/Recalls>
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](http://Michigan.gov) for various local assistance programs, child licensing rules, early childhood training topics and documents.
5. Poison Control phone # 800-222-1222.