



MEADOWLANE CHRISTIAN SCHOOL



Preschool Parent Handbook

2015-2016

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PRESCHOOL PARENT HANDBOOK

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Welcome to:

**MEADOWLANE
CHRISTIAN
SCHOOL**



We are excited to welcome you and your child into the Meadowlane Christian School family. We seek to enrich the lives of children through programmed activities in a Christ-centered environment. We will strive to meet each child's needs and show him/her the love our Father has so generously shown to us. It is our prayer that each child will be filled with the love of Christ.

In Christ,
Your Preschool Staff

Our Mission

Meadowlane Christian School *DEVELOPS* a deep-rooted Christian academic foundation, *PROMOTES* a sense of awe for God's creation, and *PREPARES* children to serve as Disciples of Christ.

Our Curriculum

MSC offers a half-day program designed to enrich the educational and development of each child enrolled. The program offers a wide variety of learning activities. Each child will be given the opportunity to choose from many different hands-on activities according to his/her interests and abilities. The curriculum includes exposure to developmentally appropriate experiences and is well-balanced and integrated to meet the needs of each child. The purpose of the curriculum is to assist in the development of the whole child: spiritual, intellectual, physical, social, and emotional.

Our Philosophy Statement

We believe Meadowlane Christian School is a servant of the church at large, rather than an added expense. MCS is an added blessing to the church and a profitable investment for time and eternity. We believe that MCS, working together with the family and the whole church, has a special role to play in carrying out the educational mission.

Our goals for growth of each child are:

- To develop each child's faith, trust and love for Jesus Christ as his or her personal Savior and Lord.
- To enable each child to feel joy and security in a Christ-centered learning environment through prayer, Bible study, and example.
- To encourage regular attendance and participation of both the child and family in Christian worship, prayer, and fellowship.
- To develop each child's knowledge, strength, and boldness to make good choices and decisions that reflect Christian principles.
- To use professionally trained Christian teachers who, by their words and example, apply Holy Scripture consistent with LCMS (Lutheran Church Missouri Synod) teachings, to the total learning environment.

- To achieve the highest possible academic standards.
- To instill in each child a desire to learn and a desire for excellence.
- To develop in each child a sense of belonging, a sense of dignity, a sense of worthiness, and a sense of responsibility for all of God's creation.
- To train each child to have positive attitudes, self-control, respect for authority, and respect for the rights and privileges of others.
- To support the family unit by nurturing love for its members, to teach respect for parents as God's representative, and to encourage sharing in the responsibilities and privileges of family life.

Arrival and Dismissal Procedures

Please accompany your child in and out of the building and sign your child in and out each day. Arrive for class no earlier than 10 minutes before the start of class. This will allow time for the teachers to prepare for the beginning of the school day. Children should be picked up promptly at 12:00 p.m. (morning classes) or 3:45 p.m. (afternoon class) - a late pick-up fee of \$10.00 will be charged for each 10 minutes a child is left beginning at 12:10 p.m. and 3:55 p.m.

Occasionally you may wish to arrange for someone other than the regular person to pick up your son or daughter from school. For the safety, comfort and to insure a smooth pickup of your child, we ask that you follow the guidelines below:

1. Give written authorization for the persons you wish to be allowed to take your child from school. If this person will regularly be picking up your child, please update the master record that you completed at the beginning of the year. Please update this form whenever you have a change in the persons picking up your child.
2. Notify the teacher that a different person will be picking up your child. A note should be left with the teacher prior to the beginning of the school day. This will avoid any unnecessary confusion at the end of the school day.
3. Prepare your child for the change in pickup. Children look forward to and anticipate being picked up by the regular person. A change in routine can be very unsettling to a child. Please tell your child ahead of time if a different person will be picking him/her up.

Health and Safety Policy

Parents/Guardians are encouraged to inform the teacher when a child will be absent for any reason. In case of illness, the teacher would appreciate knowing the nature of the illness in the event it might be contagious. Parents/Guardians will be notified of any communicable diseases to which their child may have been exposed.

In order to safeguard the health of all, children with the following symptoms must not be brought to school:

- Rash (unexplained or contagious)

- Nausea/vomiting

- Fever (within the last 24 hours)

- Diarrhea

- Discharge or pink color in eyes

- Sore throat

- Earache or discharge from the ear

- Cold or cough when accompanied by any of the above symptoms

When in doubt, it is probably better to keep your child at home.

A fever reduced by medication still warrants keeping your child at home. Children should be fever free for 24 hours before returning to school.

Non-prescription medication must not be brought to school or administered by the staff. In the event that the child requires prescription medication during the school day the proper forms must be filled out. The prescribing Doctor may need to provide additional instructions.

Each child must have an up-to-date record of immunizations.

Enrollment Policy

Enrollment will be open to any child, providing the preschool can meet the needs of that child, without discrimination based on race, color, creed, or political belief. Enrollment shall be limited to space availability. The child's age and sex may be considered in order to achieve balanced classes.

Some children don't thrive in a preschool situation and some preschools aren't suited for some children. Because of this we have a 9-week probationary period for all children. This will allow time for your child and teacher/aide to bond and time to determine if we are the right preschool for your child.

Enrollment will follow the guidelines listed below for each class.

3 Year Old Class – 3 by August 31 and summer 4-year-olds

These classes are limited to 15 children.

4 Year Old Class – 4 by August 31 and summer 5-year-olds

These classes are limited to 18 children.

All children enrolling must be toilet-trained.

Special enrollment consideration may be given to younger toilet-trained children, with teacher approval.

Registration is open to returning children first, followed by the congregation and then open to the community. Should a waiting list become necessary, registrations will be considered in the order received.

Discipline

MCS believes in the power of the Holy Spirit and one of the purposes of discipline is to nurture in the children one of the Fruits of the Spirit, namely "self-control." This process is on going; members of the preschool staff will act as facilitators along the way.

The role of the staff is to:

- Use appropriate limits and expectations
- Teach children rules of behavior, explain them in a positive non-threatening, but firm, manner.
- Allow children's suggestions to be included in a discussion of appropriate behavior.
- Deal with the behavior rather than "labeling" the child.
- Use appropriate methods of changing behavior.
- Re-direct/help child into a less stressful situation.
- Remove child from an area or activity.
- Call for a time-out – explain to the child why he/she is being removed from a situation or activity when time-out is imposed. The child is usually given the option of rejoining the group when he/she is ready to behave in an acceptable manner. The staff will not put children in an unsupervised or locked area for time-outs.
- Prevent children from doing anything that will hurt themselves, others, school property, or the building. Reasonable force or physical restraint may be used when it is essential for self-defense, protection of a child's welfare, safeguarding school property, or keeping order. Meadowlane Christian School does not practice corporal punishment.

All children should conduct themselves in such a way for the following to occur:

- Treat all school and personal property with respect and dignity at all times.
- Treat peers with respect and dignity at all times.
- Treat all in authority with respect and dignity at all times.

Unusual problems will be brought to the parents'/guardians' attention by the teacher in a timely manner. Parents/Guardians with discipline concerns are asked to speak with the teacher, not

with the teacher's aide or helper. Be assured that the staff will not discipline children in any physical manner or speak to them in abusive way.

At all times the child's feelings and needs will be respected and he/she will be helped to not only grow in self-control, but also develop a good sense of self.

Discipline Action Plan Policy

We practice positive discipline at our school, by teaching children to become responsible, respectful, happy and resourceful members of their community. For example the teacher works with the child in understanding why the behavior was inappropriate. A good resource on this is the book "Positive Discipline" written by Dr. Jane Nelsen.

We hold a "zero" tolerance policy. This includes weapons on campus, drugs, fighting, foul language, and disrespect for authority, or conduct, whether inside or outside the school that is detrimental to the reputation of the school and its students. Any infraction involving these items may result in immediate suspension with a mandatory meeting between parents, student, teacher and the director before continued classroom attendance is possible.

If a child engages in behaviors that are unsafe or disruptive which will endanger himself/herself or another child or staff member or interferes with the flow of the preschool classroom, the following procedures will be followed:

1. Behavior Expectations - Children Must:

- a) Respect themselves, other children, staff, supplies and equipment.
- b) Listen to and follow directions.
- c) Be positive to self and others.

d) Hitting, spitting or kicking other children or staff will not be tolerated.

2. The child will be given an explanation by the teacher of his/her unacceptable behavior. If the behavior continues, the child will be removed from the area or activity

3. Depending upon the behavior, the following actions may be taken, at the teacher's discretion.

a) The child will be placed away from the group.

b) After a 5-minute period has elapsed, the same teacher making the initial contact with the child will ask the child if he is ready to rejoin the group. The teacher will inform the parents of the child's actions when the parent comes to pick up the child.

c) If the unacceptable behavior persists the Teacher will inform the parents of the child's actions with a phone call and the child may be sent home for the day. The teacher will complete a behavior report to be sent home with the child and a copy will be placed in the child's file as well.

e) After the parents have been notified, and if the behavior continues, the child will no longer be allowed to continue in the preschool program. The Teacher will contact the parents regarding this decision.

In the event a child is removed from the program due to a behavioral problem, no refunds will be given.

Appropriate Dress

Children should be dressed ready for a day of fun and activity. Activities may include both indoor and outdoor play as well as experiences with paint, markers, and other potentially messy

things. Dressing your child casually will save tears over stained dress clothing.

We play outdoors in all weather except the most inclement weather. Please send along appropriate outdoor clothing, including a warm coat, mittens, hood or hat, boots and, of course, snow pants when there is snow. Boots are not to be worn in the classroom so please send shoes to school during snowy weather.

Enclosed shoes, with socks, must be worn at all times. Shoes should be rubber-sole to avoid accidents and enable your child to participate well in all class activities.

Snacks

A nutritious snack is provided for each child daily. Any child's food allergies will be posted in the classroom and accommodations will be made for the safety and health of each child.

Birthdays

Children's birthdays are given special recognition. Watch the calendar for your child's special day. Summer birthdays are assigned an early birthday celebration day. Please **DO NOT** distribute party invitations at school unless the entire class is invited. This will help avoid hurt feeling.

Show-and-Tell

Children will be given regular occasions to bring a special item from home for Show-and-Tell. Sharing provides great practice in verbal and listening skills. Help your child find an appropriate item to share. Watch the Newsletter for your child's day and also any themes. Unless it is your child's show-and-tell day, **please avoid bringing toys to school.**

Parent Involvement

Parent/guardian involvement is an integral part of an effective early childhood program. Your interest in the program shows your child that school holds an important place in your lives and that you value his/her accomplishments at school. Parents/guardians are welcome to visit the classroom at any time and may wish to volunteer in the classroom, for field trips, and other activities. Parent/Guardian volunteers are an important part of the preschool experience, but when it comes to the safety and welfare of your children, we'd rather err in the side of caution and will be requiring any volunteer that will be working with or driving any preschool children, other than their own, will be required to fill out a background check and driver's information form. We want to make sure that Meadowlane Christian School is a safe and fun Christ-centered environment for each child.

Each week your child will bring home a newsletter. You will want to read this letter each week for information on class activities, upcoming events, and other pertinent information. These newsletters often explain who has Show-and-Tell, items needed for classroom activities and other important dates. The newsletter is a very important communication connection; please watch for it and read it.

An address and phone list will be published and distributed to for each class as needed throughout the year. If you do not wish to have your address or phone number published please notify the preschool staff in writing the first week of school.

Your child's progress report will be sent home in the spring. If you have any questions or concerns about your child's progress you may schedule a conference. If at any time you have any questions or concerns about your child or the program you may schedule some time before or after class to discuss them with the teacher.

Communication

Proper and regular communication greatly enhances the education program. It is most important that parents/guardians feel comfortable contacting the teacher if problems or concerns arise. In order to resolve a conflict with a teacher or members of the staff, parents/guardians are asked to follow this procedure:

1. Speak first to the teacher or staff person involved. If not resolved:
2. Speak to the School Board Chair and /or the Board about the problem. If not resolved:
3. The pastor should become involved for final resolution.

Library Book Bags

We would like to encourage reading at home. With that goal in mind we will have a Library Book Bag that goes home weekly with each child in the four year old class. We encourage you to read with your child at bedtime and other times during the week. At the end of the week your child will return the Library Book Bag and exchange it for a new book bag. Each bag will contain a variety of books, some books many interest your child more than others, ABC's, numbers, animal, train, etc. The book bags will be rotated to different children each week so each child will be exposed to a wide variety of books throughout the school year. We hope this program will develop a love of books in each child and enrich your family's preschool experience.

We encourage you to keep the books in the Book Bag when you are not using them. Any lost or damaged books will be billed to your account and will be due before the next tuition payment. You will receive an Overdue/Damaged Book Notice at the time the books are late or damaged, a two-week grace period will be given before the overdue items are billed to your account. Book Bags will not be given out to children who have not returned his/her Book Bag or have any unpaid book fees on your account.

Snow Days

Should the need arise during the winter months, the preschool may close for “snow days.” Local TV stations will be notified if there is a need to close the school. Please be aware of current weather conditions and watch local television news for closure information.

No tuition refunds will be made for snow days, nor will snow days be “made up” at a later date. Our school year has several days built in just in case snow days are announced. Rest assured that even though classes are cancelled for snow days, the children will cover all the curriculum materials before the school year ends.

Playground Rules

Outdoor time is important for children. Please be sure that your child is dressed appropriately for outdoor play.

General Playground rules:

- Rocks, pinecones, snow and sticks stay on the ground
- Keep hands and feet to oneself
- Stay where child can be seen by supervisor

Ball rules:

- Staff will direct the throwing and/or kicking of balls
- Balls will be removed if persistent fighting occurs
- Use of bats only with direct supervision

Slide rules:

- Go down slide with feet first, on bottom
- Only one person on the slide at a time
- People only use slide...no toys, balls, etc.

Tuition Policy

Tuition is based on the school year, from September to May, and paid in 9 equal parts (August to April) on a convenient monthly basis. Tuition is due on the 1st of each month. Because it is based on yearly operating expenses, refunds for absences for illness or vacation cannot be made. The monthly tuition payment holds your child's place in the program. In the event that tuition is not paid, enrollment will not be held beyond the 30th of that month unless other arrangements have been made.

Payment can be made by check or cash to the secretary in the office or you may wish to make your payment electronically.

When making a payment, always use the Coupon Book provided to ensure that your account will be credited properly. Please accept and keep a receipt for any cash payments. A payment record will be kept available to you as needed. You may call the office at 327.4441 to verify that the office is open when you wish to come. You may also mail your payment to:

Meadowlane Christian School
5810 S. Meadowlane Road,
Spokane, WA 99224

Payments must be received in the office by the 1st of the month to prevent late fees from being charged. Payment coupons book are available for your convenience.

Tuition for the month of May is paid at the August open house, and the September tuition payment is due by September 1st. The registration fee is paid upon registering and is non-refundable unless space is not available.

A late fee of \$25 will be assessed after the 10th day of the month and each month thereafter until the account is current. If tuition is not paid by the end of each month, your child will not be allowed to continue to attend preschool.

If withdrawal becomes necessary, the preschool requires a 2-week notice in order to contact a child on the waiting list.

St. John's Lutheran Church

5810 S. Meadowlane Road

Spokane, WA 99224

Sunday Worship 8:30 a.m. and 11:00 a.m.

Christian Education Hour 9:45 a.m.

Brian Albrecht – Pastor/Ministry Director

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