

First Christian School

Preschool



Handbook

2018 - 2019

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# Welcome to Preschool!

Dear Parents and Students,

I'd like to extend a very warm welcome to each child and parent that will be a part of our preschool program this year! Mrs. Mary Ridg' Finch, Mrs. Ellen Cooke, Mrs. Crystal Harris, Ms. Maggie Cookson, Miss Casey Connell, Mrs. Jean Morris, Miss Brittney James, Mrs. Katie Quinn, Mrs. Carolyn Saylor, and I look forward to a year filled with exciting opportunities that will allow your child to grow in so many ways.

I look forward to getting to know each one of our preschoolers and their families. Please remember that I will be available to discuss any questions or concerns that you may have at any time during the school year.

Our First Christian Preschool program is designed to enhance each child's cognitive, language, social, emotional, physical and creative development at a level that is appropriate for your child's age. Through our daily schedule each child will be exposed to a variety of opportunities such as personal interaction skills, problem solving skills, and learning concepts through hands-on experiences. Children will also be encouraged to learn through solitary play as well as large and small group activities. As teachers, we will provide a positive environment that is nurturing and responsive to the child's needs. You as parents are the most important provider of care and nurturing. We feel that parents and teachers should work together as partners to enhance your child's development.

Each individual class of preschoolers will have their own daily schedule. Classes may be involved together outside the classroom through activities such as music, outdoor playtime, field trips, holiday parties, and other occasions throughout the year.

Spiritual growth is also an important aspect of our program. Chapel, bible stories, and daily devotionals will be included in our preschool schedule.

I thank you for the faith and trust given to us as we begin our year together with the children. With God's guidance and blessings, I anticipate a wonderful year together with the teachers and students as we seek to meet the challenges ahead.

In His Service,

Erinn Baird  
Headmistress

What is required for preschool attendance?

## PRESCHOOL REQUIREMENTS

The following is a list of requirements for enrollment at First Christian Preschool:

1. ***Your child is required to be “potty trained” and self-sufficient in the bathroom.***
2. An enrollment application along with a \$150.00 non-refundable application fee through April 1<sup>st</sup>.  
***After April 1<sup>st</sup>, the registration fee increases to \$250.00 for the first child and \$175 for the second child.***
3. A signed preschool contract.
4. A combined resource and supply fee of \$120.00 will be required for the school year, due September 1<sup>st</sup>.
5. A **certified** copy of your child’s state birth certificate must be presented in order to verify identity.
6. A completed Emergency Medical Authorization Form
7. A completed First Christian Preschool information card for the teacher’s file and the office file.
8. A Commonwealth of Virginia School Entrance Physical Form/Immunization Form completed and signed by your child’s physician.
9. Tuition payments are expected to be paid on the due date specified. Payment forms we accept are:
  - a. Check (made payable to First Christian School) For your convenience, a payment box will be placed outside the preschool office door to deposit your payment in
  - b. Cash **Please take cash payments directly to an office staff member in order to receive proper credit and a written receipt.**
  - c. Credit Cards (via website [www.fcssh.com](http://www.fcssh.com))
10. There will be a **\$35.00** late fee charge for payments more than 5 days late. Should any payment fall more than 15 calendar days in arrears, the student will not be permitted to return to the program until payments are brought current and a re-registration fee may apply.
11. There will be a **\$35.00** returned check fee. Should the returned check cause the payment to be late, then the late fee of **\$35.00** will be applicable as well as the penalties mentioned in line 10 regarding accounts more than 15 days in arrears, should that apply to the situation.
12. Parents should read, understand and use all applicable information contained in the Preschool Handbook. Signature sheets from the back of the handbook should be submitted no later than the first day of school.
13. Field trip signature sheets should be submitted no later than the first day of school.
14. Photo & Video permission forms should be submitted no later than the first day of school.

## TODDLER REQUIREMENTS

The following is a list of requirements for enrollment in the toddler room:

1. An enrollment application along with a \$150.00 non-refundable application fee through April 1<sup>st</sup>. ***After April 1<sup>st</sup>, the registration fee increases to \$250.00 for the first child and \$175 for the second child.***
2. A signed toddler contract.
3. A combined resource and supply fee of \$120.00 will be required for the school year, due September 1<sup>st</sup>.
4. A ***certified*** copy of your child's state birth certificate must be presented in order to verify identity.
5. A completed Emergency Medical Authorization Form
6. A completed First Christian Preschool information card for the teacher's file and the office file.
7. A Commonwealth of Virginia School Entrance Physical Form/Immunization Form completed and signed by your child's physician.
8. Tuition payments are expected to be paid on the due date specified. Payment forms we accept are:
  - a. Check (made payable to First Christian School) For your convenience, a payment box will be placed outside the preschool office door to deposit your payment in
  - b. Cash **Please take cash payments directly to an office staff member in order to receive proper credit and a written receipt.**
  - c. Credit Cards (via website [www.fcssh.com](http://www.fcssh.com))
9. There will be a **\$35.00** late fee charge for payments more than 5 days late. Should any payment fall more than 15 calendar days in arrears, the student will not be permitted to return to the program until payments are brought current and a re-registration fee may apply.
10. There will be a **\$35.00** returned check fee. Should the returned check cause the payment to be late, then the late fee of **\$35.00** will be applicable as well as the penalties mentioned in line 9 regarding accounts more than 15 days in arrears, should that apply to the situation.
11. Parents should read, understand and use all applicable information contained in the Preschool Handbook. Signature sheets from the back of the handbook should be submitted no later than the first day of school.
12. Field trip signature sheets should be submitted no later than the first day of school.
13. Photo & Video permission forms should be submitted no later than the first day of school.
14. Diapers and any diaper/toilet related items will need to be provided.
15. Lunch and/or lunch money will need to be provided.

**What we learn in preschool.**

## EDUCATIONAL PHILOSOPHY

All knowledge is from God and is full of spirit and truth when made relevant to God's purpose for mankind. Children are uniquely created by God. Therefore, each child has God-given talents to be nurtured. Children advance at different rates through stages of cognitive, emotional, physical, social, and spiritual development. We at First Christian School intend to provide learning experiences to enhance and stimulate all developmental areas in each child. This will be accomplished by providing a quality education through:

1. **Inspiring** lifelong enthusiasm and love of learning, wisdom and knowledge.
2. **Striving** for academic excellence in each child through the use of high quality scholastic tools and curriculum.
3. **Encouraging** children to learn responsibility by participation in age-appropriate decision making.
4. **Establishing** a foundation of core Christian values and morals.
5. **Challenging** the child to respond to God in a personal relationship through Jesus Christ our Savior.

## AN OVERVIEW OF OUR YEAR'S WORK

We are pleased to say that at First Christian School we believe that a child's "work" is their play, especially so at the preschool level. Social development occurs during dramatic play in the housekeeping center. Math skills emerge during block building and puzzle centers. Further, we believe that it is the process that affords the learning experience versus the product. Even though a painting may not end up looking like a gallery ready Rembrandt, to our children it is the process of creation, the discovery of textures, color blends and the feeling of success upon completion. It is our job to facilitate these opportunities for our preschoolers through the thematic units and lessons that are planned as well as the learning centers that are created. Keeping this philosophy in mind, we have selected Zoo Phonics and the Creative Curriculum as the curriculums for our preschoolers. Zoo Phonics is a very playful curriculum that invites the children to discover the alphabet and phonics through a variety of senses. The Creative Curriculum allows for the open-ended exploration of the natural curiosity that all young children experience. We have found both to be valuable tools when working with the children.

Throughout the year, your child will be exposed to several thematic units that will introduce him/her to the following items: *(please note that toddlers and 3 year olds are not expected to master these items)*

- Primary colors
- Basic shapes
- Alphabet symbols
- Alphabet sounds
- Numbers
- A variety of literature
- Pre-Writing skills
- Pre-Math skills
- Independent thinking/problem solving
- Creative Thinking
- Pre-Reading skills

We are committed to assisting the children in our care on their journey of self-discovery and helping to bolster their sense of positive self-esteem and self-worth. Of course, in addition to this amazing hands-on journey in education, we at First Christian School are afforded the luxury of having God in our classrooms. We are equally committed to sharing a wholesome, nurturing, and Christian environment with the children in our care by providing them the experience of Jesus Christ.

Throughout the year, your child will be participating in the following:

- Bible stories
- Prayer
- Scripture
- Christian music, songs & finger plays
- The concept of mission work through Samaritan's Purse and other activities

## **ART ACTIVITIES**

Art activities are a learning process as well as a creative process. The process is more important than the product or end result. We want to encourage preschoolers to be creative and expressive. Instruction from the teacher with some activities will be limited in order to encourage decision-making skills and self-interpretation.

## **PLEDGES**

As part of your preschooler's daily routine, the following pledges will be used each day, during assemblies and at chapel services:

### **Pledge to the American Flag**

"I pledge allegiance to the Flag of the United States of America, and to the Republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all."

### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian flag and to the Savior, for whose kingdom it stands, one brotherhood, uniting all Christians in service and in love."

### **Pledge to the Bible**

"I pledge allegiance to the Bible, God's Holy word; I will make it a lamp unto my feet, a light unto my path, and hide it's words in my heart that I may not sin against God."

**Things you need to know about  
preschool.**

## **PRE-REGISTRATION PROCEDURES**

As indicated on the current school year calendar, students already attending First Christian School will receive the opportunity to pre-register for the upcoming school year, prior to registration becoming available to the community at large. (*Note: The same requirements mentioned on pages 4 & 5 are applicable for students enrolling in preschool. Guidelines for students enrolling in elementary school will be provided at time of pre-registration.*) Any student who registers after the pre-registration date may be placed on a waiting list if all spaces are filled for the desired class. Any outstanding debts must be settled before registration.

## **STUDENTS WITH DISABILITIES**

First Christian School strives to meet the needs of all students. Plans for students with disabilities are individualized according to the student's needs. Appropriate medical documentation as well as any updates should be provided to the school office at the beginning of each school year by the parent. An annual meeting between the family and school staff is conducted in order to review the student's needs.

In instances where we are unable to provide the best care due to the lack of specialized staffing or special equipment, then we reserve the right to refuse admittance.

## **MODIFYING YOUR CONTRACT**

You are welcome to extend your half-day contract to a flexible option full day program contract, providing space is available. Please contact Erinn Baird to initiate this change. Upon receipt of your request, Erinn Baird will revise and reissue a new contract that must be signed and submitted by the parent or guardian prior to the first day of the revised schedule.

Requests to reduce your child's schedule or to be released from your contract must be done so in writing and addressed to the school board. Approval of your request by the school board may not be guaranteed, as the enrollment contract that you engaged in is binding.

## FINANCIAL INFORMATION

**Half-Day Preschool** tuition for the 2018 – 2019 school year is \$2,678.00.

Payment options are as follows:

- Payment in full by September 1<sup>st</sup>
- Bi-Annually payable on September 1<sup>st</sup> and February 1<sup>st</sup>
- Four installments payable July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup> & April 1<sup>st</sup>
- 9 monthly installments payable September 1<sup>st</sup> and ending May 1<sup>st</sup>
- Personalized payment options may be created by making arrangements, in writing, with Erinn Baird.

**Full-Day Preschool** tuition for the 2018 – 2019 school year varies depending on the option selected. You may pay the tuition determined by your option in any of the formats described above. Please contact Erinn Baird to determine the installment amounts that your particular schedule dictates.

### Incidental/Drop In Days

In the event that you choose the part day preschool option, but experience the need for additional care needs, the following options may be selected on an as needed basis in addition to your regular tuition cost:

Incidental Days #1	Full day 6:45 – 8:25 & 11:30/11:45 – 5:30	\$ 35/day
Incidental Days #2	Am only 6:45 – 8:25	\$ 15/day
Incidental Days #3	Pm only 11:30/11:45 – 5:30	\$ 25/day

*Incidental days must be prearranged and payment is due on that day.*

### Payment Methods

For your convenience, a payment box is located in the lobby of the preschool building, outside the preschool door. **PLEASE DO NOT LEAVE CASH IN THIS BOX!**

Tuition payments are accepted in the following forms:

- Cash – Cash payments should be taken to the school office for a written receipt
- Check – made payable to First Christian School
- Credit Card – to pay by credit card, please go to our school website

[www.fcssh.com](http://www.fcssh.com)

## INCLEMENT WEATHER

Decisions concerning the closing of school due to inclement weather or other emergency situations will be made by the Headmistress, a building and grounds representative and a board member.

### The announcement will be made through the following means:

Honeywell Instant Alert System

Our website: [www.fcssh.com](http://www.fcssh.com) & Our FCS facebook page

Information will be available to all parents at one of these sources by 6:15 AM. Please do not call teachers or administrators for this information. Information concerning unscheduled early dismissals will be announced through the same means.

- The option most used will be a **one hour delay**, which means preschool will start an hour later.
- Another option is a **two hour delay**, which results in half-day preschool being closed. *Those individuals participating in our full day program will arrive 2 hours late; however, on these occasions the full day children will be combined in one classroom per age group, as they are in the afternoons.*
- Finally, the option to **close school** may occur in extreme weather conditions. ***On these occasions the preschool department will be closed as well.***

## PROPER DRESS

Preschoolers should be dressed appropriately for the day's weather conditions, remember it is always easier to remove an extra layer as opposed to not having enough. Please allow your child to wear play clothes to preschool, unless there is a special occasion. Clothing with screen prints must be in good taste and age appropriate. ***Children are not permitted to wear clothing containing controversial prints such guns, or violent content.*** For your child's safety while playing outdoors, close-toe shoes with ties or buckles or sandals with buckles are required. ***Children are not permitted to wear flip flops.*** Should a child arrive in school wearing inappropriate attire, the parent will be asked to obtain appropriate attire.

## PERSONAL BELONGINGS

Please remember to **label all personal items** such as coats, sweaters, hats, mittens, lunchboxes, and backpacks. Your child will have a space to hang a coat and backpack in his/her classroom. Your child's extra set of clothes will be stored in the classroom to be used in case of an emergency. When soiled clothes are used for emergency and sent home, please remember to send another set of clothes the following day to replace them.

## TOYS

Although we teach respect for property, First Christian Preschool cannot be responsible for any toys, blankets, jewelry, etc. brought to school. The toys used in the classrooms have been selected to enrich the preschooler's skills. Please save toys for Show and Tell time, if and when, requested by the teacher.

## SHOW AND TELL

Each teacher will plan their own Show and Tell schedule, and parents will be notified of this with ample time to prepare.

## SNACKS

USDA approved snacks are provided by the school each day. Your child will have several choices of food and drink, including foods from the bread/cracker group, fruit/vegetable group, and milk, water or juice. ***Children's food allergies*** should be brought to the attention of your child's teacher. ***A copy of your child's food allergies should be provided in writing.*** This will be posted in the kitchen and in the classroom.

## VISITATION DURING THE SCHOOL DAY

All parents are welcome to visit during the school day for observation; however, it can be a disruption to the class flow. Therefore, we ask whenever possible that an appointment be made in advance with your child's teacher. **Prior to reporting to the classroom, all visitors must report to the preschool office to sign in and receive a visitor's pass.** A representative of the school will then escort you to your child's classroom.

If you need to make an appointment with your child's teacher, please call the office or send a note to your child's teacher regarding the date and time you prefer. Your child's teacher will then verify the appointment with you.

## BIRTHDAYS

A birthday is a very special day to a preschooler. Parents and children are welcome to bring treats and share this day of celebration with their classmates, if they so chose. We ask that you please plan the date and time in advance with the teacher. Summer birthdays may be recognized near the end of the school year.

We ask that you do not distribute party invitations at the preschool unless **ALL** of the children in your child's class are invited.

We also ask that should you bring a special snack for a birthday celebration that you adhere to our "Peanut Free" policy for the safety of our students with peanut allergies.

## PARTIES

All preschoolers love a party! (Please refer to the calendar for dates of our scheduled parties.) We rely on our parents to assist in hosting these special parties. Your child's teacher will have a signup sheet outside her classroom door at party time. Please sign up to assist with the parties and/or to donate items needed for the parties.

***End of Year Party:***

The teachers will often arrange for a special end of the year fun day and/or party for the children. Please note that parents may be asked to give up to and not more than \$15.00 per child to cover party expenses for this special end of the year party.

## **FIELD TRIPS**

In order to eliminate the need for additional paperwork and deadlines throughout the year, a blanket permission form is included at the back of this handbook, which will encompass all field trips for the year, including walking trips on or adjacent to the campus. Parents will be notified in advance of any upcoming field trips that will require fees or the child to leave the school campus, so that they may elect to opt out of the trip.

The church van may be used to transport the children on some field trips. ***On those days, you will need to leave your child's car seat.*** At times, we may also rely on our parents and grandparents as volunteers to help transport the classes and help supervise during the field trips. (In cases where volunteer drivers are utilized, we will ask you to sign an alternative transportation waiver.) Please try to participate when your schedule allows and join in the fun!!

When car seats or booster seats are required, please be sure to label your child's seat and leave it at the preschool on the morning of the field trip. It will be the responsibility of parents to pick up the seat at the end of the school day.

## **FULL DAY STUDENTS**

Full day students will be provided a "nap bag". Each week parents should plan on bringing one small blanket or beach towel, one small pillow (no larger than 11"x14"), and, if necessary, a small "lovey". The "lovey" should not be a toy and should not make any noise – a small stuffed animal would be appropriate. Please ***do not send any pillow pets.*** Send these items in the nap bag and at the end of each week we will return these items to you so that you may launder them. We will provide and launder the bottom sheet for the cot.

Full day students will have the opportunity to purchase lunches for \$3.00 per lunch or they may pack a lunch. When packing your child's lunch, please ***do not pack any candy or sodas.***

## **PHOTOGRAPHS**

At times throughout the year, your child may be photographed or videoed during various activities by your child's teacher, administrative individuals or the press. These photos or videos may be used for staff training, class projects, end of the year slide shows, commemorative videos, scrapbooks, school literature, and publication in local newspapers, on the school website or in First Baptist Church publications.

A permission form to use your child's image is at the back of this handbook. Please sign and return this form by the first day of school.

## **INSURANCE**

First Christian School has accident insurance on all children enrolled. This covers the student at school and during school field trips. However, parents/guardians should keep in mind that if they have personal insurance, the school's policy would be secondary coverage. Personal insurance will be the primary coverage.

## **VOLUNTEER OPPORTUNITIES**

First Christian School welcomes and encourages parent volunteers. Any parent wishing to volunteer should contact the Preschool Office and inform them of their desire to volunteer. Teachers or administration may also request specific types of volunteer needs throughout the school year. Parent volunteering strengthens the school-family relationship needed for student growth and success!

## **FCSA**

Our parent-teacher organization, (Family Christian School Association), meets every other month. The FCSA is a wonderful way for parents to show their support of our school and our students. Parents are encouraged to get involved with school improvement projects and share ideas for fundraising events.

In the parent forms section of this handbook, you will find a form that will assist you in joining this wonderful organization.

**How we play it safe in  
preschool.**

## **HEALTH AND SAFETY**

The health and safety of each child is a priority at First Christian School.

Properly spaced quiet times and play periods are scheduled.

Proper safety procedures are discussed and practiced with the children, such as playground safety procedures, fire drill procedures, tornado drill procedures, and general safety guidelines, such as walking in the building or safely handling scissors.

The preschool shall not release a child to any person without the parent's written or verbal authorization. Authorized and unauthorized persons should be noted on the proper forms. Identification will be required when parent-authorized persons are unknown to the staff.

All children need outside play daily. A period of needed outdoor play is part of the day's activities unless weather conditions are unsuitable. Please dress your child accordingly for the day's weather conditions.

## **PEANUT FREE POLICY**

All snacks and sides that are served by our kitchen are peanut-free. We also refrain from purchasing items that have been made in a peanut factory. Unfortunately since we are a shared facility, we cannot guarantee that peanut products will not be used at some point in the kitchen; however, we make every effort for children with peanut allergies to be safe.

Our practice is to seat children with allergies away from those who may bring lunches containing peanut products and encourage additional hand washings for those who have eaten peanut products prior to engaging with friends who have allergies. Additional reminders about any food allergies in the classroom will continue to go home prior to any parties or festivities where parents bring food to school.

## **FIRE DRILLS**

Fire drills are held periodically. When the signal is given, all class activities must cease and students must exit promptly. A fire drill chart is posted in each room. All students must observe the following rules:

1. Walk quickly in a single file line, without pushing or running.
2. No talking in or out of the building.
3. Listen for the teacher's directions.

## **TORNADO DRILLS**

Tornado drills are held periodically. A siren will alert everyone to the drill. An announcement will be made over the megaphone immediately following the siren. All class activities must cease and students must exit promptly. Teachers will escort the students quickly into the halls of the preschool building. Students will crouch as low as possible to the floor, facing down, and covering their heads with their hands.

Once all students have been accounted for, the teachers will wait for directions from administration. Students are to remain quiet until further announcements.

## **HAND WASHING**

Hand washing is the most important means of interrupting the transmission of communicable diseases amongst staff and children. While the law requires hand washing before eating, preparing or serving food and after toileting, we at First Christian School also encourage additional healthy practices such as washing/sanitizing upon arrival to school, after contact with unclean surfaces and after contact with any body secretions (ie: nasal secretions).

## **CLASSROOM FURNITURE & EQUIPMENT**

Classroom furniture, toys and equipment will be sanitized as needed with a mild bleach solution.

## **PLAYGROUND SAFETY**

A daily survey of the playground is conducted before children are permitted to play. The equipment is inspected regularly to ensure there are no loose bolts, protruding edges or sharp corners. Rubber mulch provides safety zone cushions around equipment. Staff monitoring helps to ensure children's safety. The Preschool Department's policy requires constant supervision with ongoing scrutiny of groups at play. All activities are within sight and sound of staff.

General rules that we establish with the children in order to ensure their safety on the playground include:

- Sliding down the slide, not climbing up
- Sitting on the swings, not laying or standing in them
- Stopping the swing before getting down, instead of jumping
- Carefully walking around swingers
- Keeping mulch on the ground

**What happens when we are  
sick in preschool?**

## **SCHOOL ABSENCES**

If your child is going to be absent or late for any reason, please call the school office at (434) 447-2634. If you know in advance that your child is going to be absent, please notify your child's teacher in person or by written note.

***When arriving late or leaving early, please go to the preschool office and sign your child in or out. Office personnel will arrange to have your child escorted to/from their classroom to the school office.***

## **ACCIDENTS & INJURIES**

First Aid will be administered to a child needing care. First Christian School will notify parents immediately in the event of a serious accident or injury. First Christian School will inform parents of a minor accident or injury at the end of the day. An Accident/Injury form will be completed and placed in child's file and another copy will be placed on file with the Headmistress.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency, 911 will be called immediately. The parents will then be contacted. If the parent cannot be reached, the directions on the emergency authorization form will be followed.

## **DAILY HEALTH SCREENING**

Children will be visually screened for symptoms of illness as they arrive at the facility. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives.

## **FEVER REDUCER & YOUR CHILD**

In order to help maintain a healthy environment, we ask that parents refrain from giving their child any medications with fever reducer in them prior to arrival at school. Fever reducer can mask important indicators of childhood illnesses and can put the healthy population at risk for exposure. If your child is running a low grade fever, complaining of aches, pains or other ailments prior to school, we ask that you please keep him/her home and monitor their progress without any medications.

## ILLNESS THAT REQUIRE EXCLUSION

In order to protect the health of other children attending preschool and our staff, we will be unable to care for your child if s/he has:

- A temperature of 100.0 degrees or more
- Symptoms of severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing or other unusual signs.
- Severe cold symptoms
- Pink eye (***Must have been treated for 48 hours before returning to school***)
- Thrush
- Communicable disease (***Parents must provide proof of treatment and a physician's clearance for re-admission.***)
- Unexplained skin rashes or discharge
- Sore throat with fever or rash
- Diarrhea and/or vomiting
- Persistent abdominal pain lasting more than 2 hours
- Rash with fever or behavior change
- Lice or nits
- **Does not feel well enough to participate in normal activities**

Your child may return when:

- Fever free for 24 hours\* ***without*** the aid of fever reducer
- Vomiting/Diarrhea has subsided for 24 hours
- Child feels well enough to participate in preschool activities

\*Please note that when dealing with a fever, we will follow the “fever today, gone tomorrow” rule.

### **Special Exclusions:**

If your child has an illness such as influenza, pneumonia, bronchitis, strep throat, or a “stomach virus”, then they must stay home for 2 school days ***and then*** if they meet the above criteria, then they may return to school.

A student can be sent home at the discretion of the teacher/administrator during flu/strep season based on unusual behaviors, symptoms, complaints, etc.

Please keep your child home for recovery for at least one full week following surgical procedures like a tonsillectomy or an appendectomy.

***\*Please note that a note from the doctor stating the child may return does NOT override these guidelines. The policies set forth in this handbook are for the protection of the students and the staff.***

## HEAD LICE POLICY

The purpose of this policy is to provide guidelines for the prevention and control of head lice in the student and staff population. At any time during the school year, a school designee and/or a registered nurse may inspect students for head lice. If nit or lice are identified during the inspection, the following will occur:

1. The student will be removed from the classroom and a parent or designated guardian will be called to come to the school to pick up the student.
2. A packet of written instructions will be given to the parent or guardian before the student leaves the building. It will be the parent's responsibility to follow these instructions to rid the student of lice so that s/he may be re-admitted to the school.
3. After treatment has been completed and ALL nits have been removed, the parent shall call the school to set up an appointment for re-inspection of the student prior to re-admission.
4. After the student has been cleared to return to class, the designee will continue to check for nits occasionally over the course of a two week period.

## ADMINISTRATION OF MEDICATION

Parents, whose children must take any medication at school, prescription or over-the-counter, must give the medication to the preschool office, along with instructions for dosage and times. A specific form must be completed in order to authorize administration of medication by the school.

All medication will be administered by a trained MAT employee. The student will be sent to the office to take all medication. All prescription medication must be in its original container.

Please note:

***DO NOT send medication in your child's back pack.***

***A MAT form must be completed for all medications.***

***Medicine will be administered only if the parent furnishes it, gives specific dosage directions, and all proper forms are completed by the physician and/or parents.***

***A parent or guardian must pick up the medication from the preschool office. Medication CAN NOT be placed in your child's back pack.***

***It is the policy of the school to not furnish aspirin or other medication.***

**How we come and go in  
preschool.**

## ENTERING AND EXITING SCHOOL

**All Preschoolers, except “Early Bird” children, should use the main preschool lobby entrance adjacent to the “concrete” parking lot each day to enter and exit the preschool building.** A FCS staff member will greet you at the preschool building’s entrance at 8:25 AM as a signal that school is open. Classes will begin promptly at 8:45 AM.

During the first weeks of school, parents may want to accompany their child to their respective classrooms until the child becomes comfortable with the routine. After adjusting to the routine, children may want to walk without parents to the classroom each day. Preschool personnel will be available on the floor as well as at the preschool door from 8:25 AM until 8:45 AM. At 8:45 AM, the interior door leading to the preschool classrooms will be locked and we will verify that all children have moved from the hallway, into their respective classrooms.

*In order to maintain a safe area for the children to enter and exit the building, parents are required to park their vehicles in the designated parking area and escort their child to the entrance where they may either walk with their child to the class room or release their child to preschool personnel at the lobby entrance.*

### **Full Day Preschool/ “Early Bird”**

“Early Bird” children should enter, with a parent or guardian, in the mornings through the preschool entrance. Once in the foyer, ring the bell by the clipboards in order to gain entrance to the cafeteria or morning room. The **parent or guardian will be required to sign in the child.**

Preschool’s “Early Birds” will enjoy their mornings together beginning in the morning preschool room until it is time to be escorted to their respective classrooms at approximately 8:20 AM. You are welcome to bring a breakfast for your child to eat if you are running short on time; however this must be done prior to 8:10 a.m.

### **3-year-old Preschool Dismissal: 11:30 AM**

We ask that parents wait outside of the preschool lobby door for dismissal. Teachers will walk their classes outside to meet their parents. For your child’s safety, we ask that you exit your vehicle and personally escort your child to your vehicle. Please be prompt in picking up your child at 11:30 AM.

### **Toddler & 4-year-old Preschool Dismissal: 11:45**

We ask that parents wait outside of the preschool lobby door for dismissal. Teachers will walk their classes outside to meet their parents. For your child’s safety, we ask that you exit your vehicle and personally escort your child to your vehicle. Please be prompt in picking up your child at 11:45.

## **Full Day Dismissal:**

Students participating in the full day program may be picked up at any time up until 5:30. **Parents are required to sign out their child** on the appropriate clipboard located at the office window.

## **Early Dismissals:**

Occasionally, during the school year it will be necessary to have “**early dismissal**” when there is a special service or event at the church. This will eliminate any congestion in the parking lot during pick-up times. We will notify you of these situations as soon as we are made aware of them. *(Note: Full day preschoolers will continue with their normal routine.)*

## **Late arrivals for half-day preschool pickup:**

If your child has not been picked up by the specified time, then your child will be taken to the full day preschool room to wait for your arrival. Parents should notify the Headmistress or school secretary in the school office if they anticipate arriving later than the specified dismissal time. The school office phone is (434) 447-2634. ***A charge for late pick ups will be incurred.***

## **Late arrivals for full day preschool pick up:**

Parents should notify the Headmistress or school secretary in the school office should they anticipate arriving later than the specified dismissal time. The school office phone is (434) 447-2634. ***A charge for late pickups will be incurred.***

***The rate for any late pick up will be the daily incidental charge, which is \$25.00. This fee must be submitted at the time of pick up.***

**How we reinforce positive  
behavior in preschool.**

## **BEHAVIOR MANAGEMENT & DISCIPLINE POLICIES**

The word discipline is derived from “**disciple**” and refers to the act of teaching and guiding. The appropriate use of discipline can be an extremely effective method for teaching children socially acceptable ways of behaving. At First Christian School we strive to support the children as they grow socially by using positive forms of discipline. At no time will there be physical punishment or inappropriate disciplinary actions taken. When a child is having a difficult time managing their emotions, developmentally appropriate guidance techniques will be used in order to redirect the child. These techniques include:

- Positive Redirection: The child is redirected to another activity.
- Positive Reinforcement: The child will be encouraged and praised when s/he is demonstrating appropriate behavior. Specific statements will be used such as “I like the way you are sharing with your friend.”
- When/Then Statements: A statement in which the child is encouraged to make a positive choice. Such as, “When you pick up your toys, then you may move to the next center.”
- Discussion: Open dialogs between students and teacher.

### **Preschool Biting**

Biting is a common, but troublesome behavior, for parents and caregivers to deal with. From time to time, biting incidents will occur at school. Starting at the ages of one to two years and lasting until three years (sometimes longer), children use the mouth to explore and learn about the world around them. They also have limited verbal skills during this stage. When biting behavior occurs, there is typically a reason for the incident and we handle it in a very specific manner. We comfort and care for the child who was bitten. We talk to the biter firmly, explaining that we do not bite another person. We attempt to identify the trigger for the incident and offer/discuss with the biter alternate solutions to solving the situation. This may be something as simple as suggesting that we should use our words to tell a friend that you are the line leader or suggesting that we need to take turns with a coveted toy. In some instances, if the biter is extremely distraught, he/she will be removed from the group, for an appropriate amount of time, based on their age, in order to calm down.

An incident report is always written and shared with parents to alert them of this behavior. Should this behavior continue, we work with each child on an individual basis. If needed, we will ask parents for their help in developing a “plan” for their child in an effort to eliminate this behavior. Should we find we are unsuccessful in our attempts to help the “biting” child and if we feel this behavior is intimidating to other children and consistently interrupts the normal functioning of the class, First Christian School reserves the right to terminate enrollment at the discretion of the Administration.

## **DISMISSAL**

In rare instances, significant behavior issues may require a child to be dismissed from the classroom. If a serious situation occurs with a child, such as, but not limited to biting, the Headmistress will immediately assess the situation, contact the parents and create a plan aimed at successfully supporting the student during this period of disharmony. If the circumstances are such that the safety or welfare of one or more children or staff members is jeopardized by the overly disruptive behavior of any child, the Headmistress has the authority to dismiss a child immediately.

## **SEXUAL ABUSE/HARASSMENT**

Any form of sexual misconduct (including but not limited to inappropriate touching or verbal sexual connotations and/or sexual molestation) will not be tolerated. This behavior also applies to social networking.

## **DISCIPLINARY ACTION**

The result of such behavior is immediate dismissal.

# Preschool Forms

# PRESCHOOL HANDBOOK

First Christian School

School Year 2018 – 2019

I have received a copy of the 2018 – 2019 Parent – Student Handbook for Preschool and I have reviewed and understand the information and requirements expected. My child and I agree to abide by these rules and regulations.

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Child's name

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Parent's Signature

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Date

## First Christian School Photo Permission Form

Through out the year First Christian School students participate in activities, events or projects in which the students may be photographed or videotaped. This form includes, but is not limited to, school portraits, school projects, field trips or special events. Please fill out this form and return it by the first day of school. Please be sure to mark a "yes" or "no" for each section. If a choice is NOT made, we will assume your answer is "YES".

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

I give permission for photographs of my child \_\_\_\_\_  
to appear in the following:

(Please initial Yes or No for each)

\_\_\_\_ Yes \_\_\_\_ No **In-school displays** – including but not limited to bulletin boards, class-made books, or student multimedia projects; student may be identified by first and last name.

\_\_\_\_ Yes \_\_\_\_ No **School Yearbook & End of Year Slideshows/Videos** – including but not limited to portrait photograph, and informal or group photos; students may be identified by first and last name.

\_\_\_\_ Yes \_\_\_\_ No **Other School Publications** – including but not limited to student publications, school anthology, newsletters, school brochures and literature; students may be identified by first and last name.

\_\_\_\_ Yes \_\_\_\_ No **Outside Publications** – including but not limited to the South Hill Enterprise, The Mecklenburg Sun and the News Progress; students may be identified by first and last name.

\_\_\_\_ Yes \_\_\_\_ No **School Web Site/Social Media** – including but not limited to main pages, class pages, special event pages or FCS Face Book page; students may be identified by **first name only**.

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Date

In some instances, the headmistress may share photographs of your child with you during your work day. If this is something you would be interested in, please share your email address:

\_\_\_\_\_

**FIRST CHRISTIAN SCHOOL  
BLANKET FIELD TRIP PERMISSION FORM  
2018 - 2019**

During the school year your child's class will be having several field trips. In place of having one permission slip for each trip, we are providing this slip to cover all field trips. Notices describing each individual trip will be sent home prior to each field trip, to include dates, times, fees and destinations. If there is a specific trip that you do not wish your child to participate in, you may elect to opt out by notifying your child's teacher and/or the director at that time.

Please fill out, sign and return the form below by the first day of school.

I give my child, \_\_\_\_\_,  
permission to go on field trips with First Christian School during the 2018 – 2019 school year.

I understand that the transportation for these trips will be either by church van, volunteer drivers or walking.

I give consent for First Christian School representatives to seek medical attention for my child in the event of a medical emergency while on the trip.

\_\_\_\_\_  
Parent or guardian signature

\_\_\_\_\_  
Date

# Helpful Information