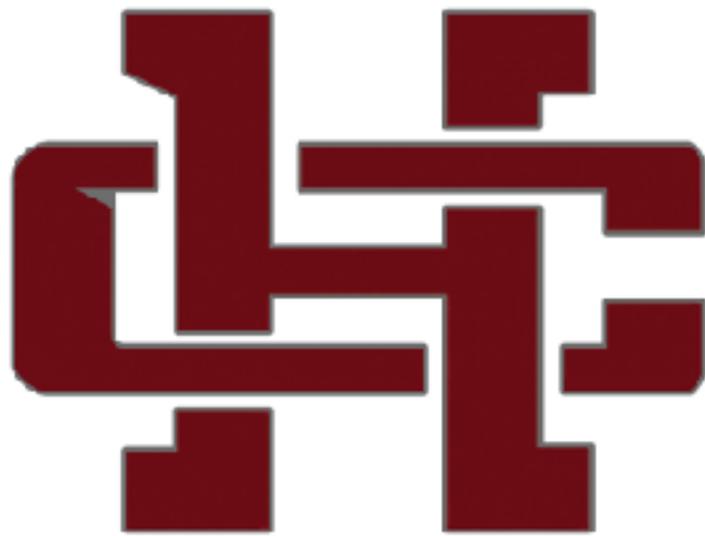


*Holland Christian  
Preschool*



parent

---

**HANDBOOK**

# HOLLAND CHRISTIAN PRESCHOOL PARENT HANDBOOK

*Policies & Procedures, effective 2015*

## **Table of Contents**

Mission .....	3
Purpose .....	3
Goals .....	3
Admission/Withdrawal Policy .....	3
Parent Involvement .....	4
Arrival and Dismissal .....	5
Typical Daily Schedule... ..	5
Preschool Schedule AM Sessions .....	6
Child Release .....	7
Snack Policy .....	7
Clothing .....	7
Discipline .....	7
Acts of Aggression- Biting Policy .....	8
Hand Washing/Sanitizing .....	9
Illness .....	9
Health Records .....	9
Universal Precautions .....	10
Emergency Procedures .....	10
School Closings .....	10
School/Home Communications .....	11
Special Events .....	11
Preschool Enrichment Opportunities .....	11
Enrichment Schedule .....	12
Snack Policy .....	12
Lunch Crew .....	13
Before/After School Program .....	13
License Notebook .....	13

## **Mission**

Equipping Minds and Nurturing Hearts To Transform The World For Jesus Christ.

## **Purpose**

It is our prayer that you and your child find this year to be a rewarding experience. All of the activities included in our Preschool programs will help prepare your child for next year's Preschool or Kindergarten experience. The activities that your child will be exposed to will help nurture and grow their cognitive, emotional, physical, social, spiritual, and verbal skills. We hope that this school year will generate excitement for learning within your child.

## **Goals**

- Become more aware of God's presence in our world
- Learn to love God and each other
- Develop a good self image
- Accept differences in others
- Develop large and small motor skills
- Improve verbal, listening, and perceptual skills

## **Admissions and Withdrawal Policy**

Holland Christian Schools admit students of any race, color, national and ethnic origin. Preschoolers must be at the appropriate age for their class (i.e. 3, 4, or 5 years old by September 1). All preschoolers must be potty trained in order to participate in our programs.

A \$75.00 (non-refundable) enrollment fee is collected upon registering your child; this fee is applied to the cost of tuition. The remaining tuition can be paid by the year, the semester, or the month. Tuition balances will be given to the parents through the Holland Christian Administration Office. For information on your balance or tuition please contact:

Terry VanDerKolk ([tvanderkolk@hollandchristian.org](mailto:tvanderkolk@hollandchristian.org) or 616.820.2805)

Parents have the right to withdraw their child from the program at any time. We do ask that you notify us about your decision to withdraw as soon as possible. Holland Christian reserves the right to ask parents to withdraw their child if the tuition is not being paid or if the child's behavior is such that the preschool class is not, in our judgment, an appropriate fit for that child.

## **Parent Involvement**

Holland Christian Preschool programs are run as a cooperative parent program, which means there are a variety of opportunities that you can serve the classroom through out the school year. In order for you to work directly in the classroom we need to have your ***Criminal Background Check Form (Form DHS-194)*** on file. If we do not have this form you will not be allowed to assist in the classroom. Adults are also required to sign a screening form before participating in the classroom. Holland Christian Preschool staff will always supervise parents and other volunteers when your student is in our care.

For additional copies of these forms, please print them off from our website, see your child's teacher, or contact the Early Childhood Director, Miska Rynsburger.

We believe that parent participation is an important part of our program. Not only are you communicating with your child that you find value in what they are doing, but it also communicates to them that you think school matters.

Here are some guidelines, if you choose to help in the classroom.

- Prepare your child to share you with their friends in the classroom. This can be a very difficult process for some children. Be prepared that the day you work may not be your child's best day. Talking with your child before may help prepare them to share your attention that day.
- If you are scheduled to help in the room, please arrive to the classroom 10 minutes early. This will allow the teacher a chance to talk with you about your day and show you what activities you will be helping with.
- On your helping day, parents will be asked to assist with activities, snack time, and clean up.
- Comfortable, casual clothing is best. We do a lot of activities that use messy materials, so be prepared to get a little messy.
- Only children who are enrolled in Preschool are allowed in the classroom when you are volunteering. Please keep all other siblings at home on those days.
- We expect parent helpers to:
  1. Treat children with respect.
  2. Be quick to encourage.
  3. Call a child by name.
  4. Emphasize sharing and taking turns.
  5. Allow the children to play freely and creatively. Initiate games or play situations for those children who are overly excited and/or aimless.
  6. Help with the art activities but never do the work for them. The process of the activity is very important because children learn through doing.
  7. Be constantly alert to the safety of all children in the classroom.

8. Our classroom is a learning place. It is very important that each child's confidentiality be respected. Please remember that nobody has a perfect day all the time.
9. Be sure to enjoy yourself – participate in the activities with your child. Sit on the carpet, play a game, sing, etc.
10. Cell phones and other devices need be put away during your time in the room.

## **Arrival and Dismissal**

Please make sure that your child does not arrive more than five minutes before class time. Classroom doors will be open at 8:15, and class will begin at 8:30. It is important that we have that time to prepare the classroom and needed materials before each class session. Please have your child use the rest room and wash their hands before they come into the classroom.

At dismissal, please wait outside the classroom in the hallway. We will call students' names, and they will come out to you. Your child will only be released to the people who have their names on the child information card. If there is any change in the people authorized to pick up your child, you must send a written note. The individual who is picking up your child will also need to sign out your preschooler before they leave.

If you are going to be late in picking your child up, please contact your child's teacher. We ask that you try to get here at the scheduled time for pick up. We will bring your preschooler down to the office after an allotted amount of time. Many of our morning staff need to prepare their rooms for their afternoon classes.

## **Typical Daily Schedule**

Each program teacher will provide a laid out schedule for the specific program that your student is involved in. Listed below is a typical schedule of the programs available Monday - Friday at Holland Christian Preschools:

7:00 AM - 8:15 AM	Before School Program (separate registration required)
8:15 AM - 11:15 AM	Morning Preschool Classes
11:15 AM - 3:00 PM	Enrichment Classes
3:00 PM - 5:30 PM	After School Program (separate registration required)

Holland Christian Preschool programs follow the Holland Christian Schools calendar. To see scheduled days off and holiday breaks visit:  
[www.hollandchristian.org/calendar](http://www.hollandchristian.org/calendar).

## **Preschool Schedule AM Sessions** (may vary in each classroom)

- 8:15-8:30**      **Students Arrive**  
When you bring your child into the classroom please make sure they use the bathroom first and then they can get their name tag. Once they have their name tags, encourage them to find an activity at one of the tables.
- 8:30-8:40**      **Table Activities**  
Some of the activities the students may choose from are: Sandbox, Writing Table, Play dough, Puzzles, Fine Motor Activities, and the Easel. All other centers will be closed during this time.
- 8:40-8:45**      **Clean Up**  
The clean up song will be played and students will clean up the area they are working in and come find a spot on the carpet.
- 8:45-9:30**      **Circle Time**  
We will always begin our morning by singing “Good Morning” to all our friends and saying a prayer for our day. The “Star Helper” will be introduced and that child will help with the calendar, weather, shape, color, and number. We will then sing some fun and active songs. Next we will review our Bible Memory Verse and hear our Bible story. We will also be reviewing our letter of the week at this time.
- 9:30-9:40**      **Bathroom Break**  
Students line up and walk to the bathroom to get ready for our snack. Preschool staff will accompany students into the restroom to assist and monitor bathroom procedures.
- 9:40-9:50**      **Snack Time**  
When the students re-enter the room they will find their placemat at one of the tables. Once they are finished with their snack, they are asked to clean up their spot and find a book for quiet reading time.
- 9:50-10:15**      **Theme Circle Time**  
During this circle time the students will be introduced to the theme of the day. We will share some stories, sing songs, play games, and other fun activities that go along with the theme. Centers will be explained and introduced at the end of this circle time.
- 10:15-10:40**      **Centers**  
Here the students will rotate between different activities that reinforce the theme, letter, number, shape, or color that we are discussing on that day. Here is a list of the possible

centers: Art Table, Sensory Table, Writing Table, Literacy Table, Math Table, and Science Table. Once the students have finished all their centers then they may have free choice until it is time to clean up.

**10:40-11:05**

**Free Choice**

Here the students may choose whatever activity they would like. If the weather is nice the teacher will try to get them outdoors to play as well.

**11:05-11:15**

**Clean Up**

We will clean up the room and get our backpacks ready to go home. Once students have their backpacks ready they will then find their spot on the carpet. We will review our day and say “Good-bye” to all our friends.

**11:15**

**Dismissal**

## **Child Release**

For your protection (and that of your child), your child will only be released to the people who have their names on the Child Information Card. You may add names to that card at any time.

## **Snack Policy**

Your student needs to bring a snack every day for preschool. We encourage you to provide a healthy snack (ex: fruit, veggies, string cheese, etc) as these will provide them the needed energy and fuel for a good learning environment. We will be preparing some special snacks throughout the year and you will be notified of what items are needed before hand. If your child has a food allergy, please connect with your child’s teacher before the beginning of the school year.

## **Clothing**

Please send your child in comfortable clothes that can get dirty. Even though we try to be careful and use washable paints, etc., many of our activities are messy. We recommend keeping an extra set of clothing in the child’s backpack. “Accidents” can happen, especially at this age, and a change of clothing would be helpful.

## **Discipline**

Discipline will be handled in a positive Christian manner and on an individual basis to encourage self-control, self-direction, self-esteem, and cooperation. The ultimate objective is to help each child develop self-discipline. We teach children that our love for each other is our response to God’s great love for us. When we are wronged, we forgive as He forgives. Attention will be given to the specific

needs of each child, but at the same time, the welfare of the entire class will be taken into consideration. Possible approaches to discipline problems will be:

- Reminding children of rules and consequences.
- Encouraging awareness of others' needs and feelings.
- Building problem-solving skills.
- Redirecting a child.
- Use of "waiting chair".
- Involving parents.

Clear, consistent expectations, positive role models, and an abundance of age-appropriate activities keep discipline problems at a minimum.

## **Acts of Aggression - Biting Policy**

Biting, hitting, and/or other aggressive acts may be a manifestation of different emotional feelings at different ages. However, biting and other aggressive acts can be harmful to other children and to staff. Our staff is dedicated to ensuring the safest environment for the students and families we walk beside. Holland Christian Preschool has developed this policy with these in mind.

When an Act of Aggression and/or Biting occurs:

### **First Offense:**

- The student who did the act will be placed in the "waiting chair" while care is given to other student involved.
- The student will then have a conversation with the staff member about "WHY" the incident occurred and the "WHAT" our teeth, words, and hands were created for. (No hitting, biting, negative talk)
- All families involved will be contacted in regards to the incident.
- The student who did the act will be asked to be picked up and not attend class for the remainder of that day.
- The student will be allowed to return the following class day.
- The teacher will file a Behavior Incident Report for the student who did the act.
- The teacher will also fill out an Incident Report for the injured student.

### **Second Offense:**

- If the incident continues, the same procedures will be followed as the first offense, however, the student will be asked to stay home for two class days before returning to the classroom.

### **Third Offense:**

- Same procedures as the second offense.
- Teacher, Preschool Coach, Support Staff, and Administrator will meet to determine the next step and will then communicate the plan with the family. (EX: Further time at home, additional support services in the classroom, or removal from the program).

Holland Christian staff will maintain the highest level of confidentiality. The name of the child who bit or caused injury will be kept confidential as well as the name of the child who was bitten or injured.

***\*\*An act of aggression is defined as an intentional act that causes fear and/or bodily harm to another individual.\*\****

## **Hand Washing and Sanitizing**

Children's hands will be washed after using the restroom, sneezing, coughing, and before serving any food.

Toys and equipment in your child's classroom will be cleaned throughout the school year to ensure the health and safety of all students.

Tables will be cleaned daily using a three step process: washing – rinsing – sanitizing.

## **Illness**

If your child shows symptoms of illness or is running a fever, please keep him/her home. A child should stay home 24 hours after the fever or illness has subsided. Please call the school office to report your child's absence.

Inform the teacher if your child develops a communicable disease such as chicken pox, pink eye, head lice, scarlet fever, strep throat, etc. If the center becomes aware of a child and/or staff member who has come down with a communicable disease, you will be notified via email within 24 hours and a note will be sent home the following class time. This notification will make you aware of the communicable disease and symptoms to look for.

During class time if a child develops a fever, consistently complains of a stomach ache, or begins vomiting, a parent or guardian will be contacted to come and pick up the preschooler from their class and take the child home.

If your child should need to take medication during preschool, it can only be given from the parent. If your child requires the use of an Epi-pen, inhalers, etc. a written permission form needs to be on file. Contact your teacher for a Medication Information sheet if this is necessary.

## **Health Records**

We are required by law to have your child's physical health form on file by the end of September. The form must be completed and signed by a health care professional. It is especially important that all immunizations are up to date and recorded on the form. These forms are good for two years from the date the doctor signed the form.

Students who are participating in our Junior Kindergarten program are required to also have a vision and hearing test prior to the beginning of the school year. If

your pediatrician does not provide this service, you may contact your local Health Department to set up a time to have this done.

## **Universal Precautions**

It is our policy to follow universal precautions when dealing with any blood or body fluids. Disposable gloves are available in each classroom. An approved disinfectant will be available to be used for regular cleaning of student tables and work surfaces and after any accident involving body fluids.

## **Emergency Procedures**

If a tornado or severe weather warning should occur while preschool is in session, children and staff will take appropriate precautions and shelter. We will remain in this area until an “all clear” signal is announced. Children are not permitted to leave the building when a severe weather warning has been issued.

Fire, tornado, and lock down drills are held on a regular basis. You may want to explain to your child what they are, why they are important, and what you would do in your home in case of fire or tornado. We will communicate with you when these are happening. We will also explain to the children that we need to practice these so that we know what to do in case the real thing ever happened. The fire, tornado, and lock down drill procedures are posted in the classroom. Please acquaint yourself with these actions.

If for some reason we would need to leave our campus and go to another location, we will be walking your preschooler to the following location:

South Side Campus = Maranatha Christian Reformed Church

Rose Park Campus = Rose Park Reformed Church

You will be contacted via a power announcement (email) letting you know when and why your child’s class had to be relocated as well as make you aware of where to pick your child up. Upon arrival you will be directed to where your child’s class is located and you will be asked to sign your child out before leaving.

Students with Special Needs will be cared for in the same manner as while in the classroom. If possible, all equipment and/or medications will be transported along with the child in the case of an evacuation.

## **School Closings**

All of the preschools will follow the schedule of Holland Christian Schools in the event of inclement weather. If the beginning of the school day is delayed one or more hours because of fog or snow, then the morning preschool classes will not meet. If the schools are cancelled because of inclement weather, the preschool will be canceled also.

## **School/Home Communications**

We believe that the communication between school and home is a vital part of the program. You can view all these communication tools on your teacher's web page. You will be receiving weekly newsletters, monthly calendars, and special announcements throughout the year. Please bookmark your teacher's webpage and check it frequently to make sure you are informed with what is happening in the classroom.

If your child would become sick, get hurt, or need special attention during class hours, the family will be notified immediately or right after class, depending on the nature of the incident.

Holland Christian Schools uses Powerschool as one of the main resources for communication with families. It is imperative that you update your information in the Fall to ensure you receive all the communication. Simply go to [ps.hollandchristian.org](http://ps.hollandchristian.org) and log in (if you are a returning family) or create a login for yourself. Once you are logged in, click the "change demographics" button on the left of the screen. If you need assistance with this, please contact your school's office.

## **Special Events**

The Preschool experience is complimented by a number of special events. These events include field trips, Father's Night, Grandparents' Day, along with some special visitors to the classroom. Some events take place during the school day and some events take place in the evening in an effort to accommodate busy schedules.

For many of the events that happen during the school day we will be transported to those events by Holland Christian Transportation. We ask that each child has a "Field Trip Permission" form on file in order to participate in field trips throughout the year.

Families will be notified prior to any special event through email or written communication.

## **Preschool Enrichment Opportunities**

Holland Christian Preschools offers your preschooler an opportunity to participate in our Enrichment Program. This program is designed for children 3-5 years of age (must be 3 by September 1). This program runs as a non-cooperative program and is led by a teacher and aide(s).

The enrichment classes will be held from 11:15-3:00 Monday-Friday at both the South Side Christian and Rose Park Christian campuses.

These classes are based on different developmentally appropriate skills and concepts that are focused on various themes. Your child will experience: music and movement, art, fine motor activities, gross motor activities, language and literacy activities, math and science exploration, snack, and outdoor time.

For more information on these opportunities please visit:  
[www.hollandchristian.org/schools/preschool](http://www.hollandchristian.org/schools/preschool)

## **Enrichment Schedule** (may vary in different classrooms)

<b>11:15</b>	<b>Students picked up for lunch from classrooms</b>
<b>11:15-11:50</b>	<b>Outdoor Time or Gym</b>
<b>11:50-12:00</b>	<b>Bathroom</b>
<b>12:00-12:30</b>	<b>Lunch</b>
<b>12:30</b>	<b>Doors Open</b>
<b>12:30-12:45</b>	<b>Table Time</b> We will start the afternoon with a variety of table activities. Students will check in and find a table.
<b>12:45-12:50</b>	<b>Clean Up and Head to Carpet</b>
<b>12:50-1:15</b>	<b>Circle Time</b> Students will do afternoon greeting, sing songs, large group activity.
<b>1:15-1:30</b>	<b>Bathroom and Snack</b>
<b>1:30-1:45</b>	<b>Large Motor Activity</b> Here the students will be able to play a game outdoors or if we are indoors, students will get to explore activities in the gym.
<b>1:45-2:05</b>	<b>Rest Time</b>
<b>2:05-2:55</b>	<b>Circle Time/Centers</b> Centers will be introduced and explained. Once centers are completed preschoolers will have the opportunity for Free Choice Time.
<b>2:55-3:00</b>	<b>Closing/Dismissal</b> We will wrap up our experience and list some of the things we experienced during the afternoon. Students will be dismissed one at a time once a parent or approved person arrives.

## **Snack Policy**

Your student needs to bring a snack everyday for enrichment. We encourage you to provide a healthy snack (ex: fruit, veggies, string cheese, etc) as these will provide them the needed energy and fuel for a good learning environment. We will be preparing some special snacks throughout the year and you will be notified of what items are needed before hand. If your child has a food allergy, please connect with your child's teacher before the beginning of the school year.

## **Lunch Crew**

If your student will be staying for a whole day they will be participating with our lunch crew. Students may either have a school lunch or take a lunch from home. Please note that we do not have refrigerators for lunches so please make the appropriate lunch for that day. School lunch menus will be provided to you on a monthly basis. Students may also purchase just milk. Each student will have a lunch account in which you will need to add funds to in order to participate in the school lunch program.

## **Before/After School Program**

Holland Christian Schools offers before and after school care for families PreK-6th grade which meets on any full day that school is in session.

Before School: 7:00-8:00 AM

After School: 3:15-5:30 PM

Cost: One Student = \$5 an hour

Two Students = \$9 an hour

Three or more Students = \$12 an hour

If you are interested in participating in any of these programs, students must be registered prior to attending to make sure we have correct staffing.

## **License Notebook**

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.

The licensing notebook is available to parents during regular business hours. Monday – Friday 8:00 am - 3:30 pm. This notebook is located in the main office.

Licensing inspection and special investigation reports from at least the past 2 years are also available on the child care licensing website at:

**[www.michigan.gov/michildcare.com](http://www.michigan.gov/michildcare.com)**.