



New Era  
Christian School

# Preschool Handbook



1901 Oak Avenue ~ New Era, MI 49446 ~ 231-861-5450 ~ newerachristian.org

Dear Preschool Families,

It is an honor to work alongside you in your child's educational journey and we are excited to be a part of their first school experience! In our preschool classroom, we have a heavy focus on social and emotional exposure, academic growth and the teaching of God's word.

If you have made it this far, Welcome! We are committed to creating a positive experience for your children as they walk through our doors. Your child will be exposed to a variety of multi-sensory learning activities and a bit of truth from the Bible each and every day.

With all of that, we would request open communication. Many of us already know, it takes a village, and we are so blessed to be a part of your families' village. As we navigate each new year, new students, new families, new personalities, and new challenges, we ask that you remain open to communicating the good, the bad and the ugly with open eyes and open hearts. Everything we do is out of love for our students and our goal is to help them be exactly who they're made to be.

Our prayer is that each child would feel a sense of belonging in our classroom. That they would feel safe in our care and that we begin to see lifelong friendships blossom. We pray that they would excel far beyond what we could have ever imagined and most of all, that they would feel the presence of the Holy Spirit in our classroom.

We are excited to start this school year and look forward to getting to know each child and family on a more personal level!

Hannah DeWitt

Preschool Director

Teacher

## **Christian Goals**

Our children are given the opportunity to develop a personal relationship with God. The children will be taught stories from the Bible about God's plan for His people and about the miracles He performed. We celebrate how much God loves us and how uniquely and wonderfully He made us.

## Academic Goals and Philosophy

Our academic goal for each child is to achieve excellence and success through the development of his or her self-esteem, beginning with the tools of a balanced literacy program and a positive learning environment. We will challenge each child to his or her highest potential in all subject areas.

We believe in a play-based program in which children are encouraged to be thinkers and to make individual decisions. Our learning environment supports purposeful play and outdoor education.

## Qualifications for Preschool

Three-year-old Preschool - Children must be three by September 1. They must be fully toilet trained and able to use the bathroom independently.

Four-Year-Old Preschool - Children must be four by September 1. They must be fully toilet trained and able to use the bathroom independently.

## Admission and Withdrawal Policies

Admission Policy - Parents may enroll their child in our preschool programs by calling the school office and requesting information, a tour and meeting with the principal or preschool director. A preschool packet that includes all necessary forms that need to be filled out will be given to parents. Parents may also enroll their child in preschool at New Era Christian Schools Early Childhood Information/Registration Night.

Withdrawal Policy - In the event that a child needs to leave New Era Christian Schools preschool program an exit interview will be conducted with the principal, preschool director, and the parents. New Era Christian School strives to provide a quality preschool program for all children and the happiness and well being of our families is very important to us. The purpose of the exit interview is to determine the reason for the withdrawal from the program. Parents will notify the preschool director or principal when withdrawing their child from the preschool program.

## Tuition Payment Options

A \$200 deposit is required at the time of registration. The remaining tuition balance can be paid by choosing one of the following options:

**Option 1** - Pay \$1050 for the Tuesday/Thursday half-day 3 and 4-year-old program, pay \$1,350 for the Monday/Wednesday/Friday half-day 4-year-old program, or pay \$2,900 for the Monday/Wednesday/Friday full-day 4-year-old program by September 1.

**Option 2** - Automatic Payments: Tu/Th - \$131.25 withdrawn from my bank account from September through April. **M/W/F half-day 4-year-old program** - \$168.75 withdrawn from my bank account from September through April. **M/W/F full-day 4-year-old program** - \$362.50 withdrawn from my bank account September through April.

## Required Documentation by State Law

\* All documentation must be completed and turned in by the first day of preschool. Your child will not be able to start preschool until all documentation is on file.

1. Birth Certificates
2. Health Appraisal Form
3. Child Information Card
4. Immunization Records

## Beginning and Ending of School

4-year-old Class - 8:25-3:00 or half day 8:25-11:30 on M,W,F.

3-year-old Class and some half day 4's - 8:25-11:30 on T, Th

School starts at 8:25 a.m. Please do not drop students off before 8:20 without special arrangements. The teacher will open the door at this time to signal the start of preschool. Students may ride the bus to school; however, all 3-yr-old students are to be picked up at school at 11:30 a.m. The 4-yr-olds will dismiss at 3:00 and may ride the bus home.

Preschool follows New Era Christian School's calendar for all holidays and breaks.

## Student Behavior

Preschool children will be taught, and held accountable for school appropriate behavior. This approach is designed to promote the development of self-directed,

self-controlled, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

The following behaviors will be corrected in the classroom:

1. Disrupting the program and student learning.
2. Endangering the health and safety of children and/or staff.
3. Continuous refusal to follow acceptable rules.
4. The use of filthy language.
5. Leaving the classroom without permission.
6. Theft or damage to school or private property.

Corrections will be followed through in the following ways:

1. Encourage positive behavior by continuous reinforcement
2. Alternative behavior will be discussed with the child
3. If behavior continues, the child will be instructed to have time to think about what was asked of them in the calming area.
4. A phone call to parents
5. If the problem is not resolved, the preschool director will consult the principal to consider the possibility of removing the child from the program.

## Health Care

### Plan For Notifying Parents of an Illness, Accident, Injury, or Incident

#### Illness:

- The preschool director/ teacher will watch for signs of illness while the child is in preschool such as fever, sore throat, pink eye, diarrhea, and abnormal behaviors that would suggest illness.
- The preschool director/teacher will text or call the parents regarding how their child is feeling and acting.
- The child will be taken to the office to wait for the parent(s) to come and pick up the child from preschool.
- Items and facilities used by an ill child or adult shall not be used by any other person until washed, rinsed, and sanitized.
- If the center becomes aware that a staff member, volunteer, or child in care has contracted a communicable disease, then the center shall notify parents of the following: the name of the communicable disease and the symptoms of the disease.
- A child who has a fever may not return to the center until the child has been fever free for 24 hours without medication.

- A child who has had a cold, cough, or stomach bug may return to the center when the illness is no longer contagious. With a cold or cough, parents will make sure the child is able to function normally and the cold or cough does not hinder the child from performing the activities of the day. With a stomach bug, parents will make sure the child is eating and drinking normally before returning to the center.
- If a child is not acting like themselves it is best to err on the side of caution and keep them home.
- All staff members will abide by these guidelines.

**\*Exclusion Policy:** Children that have a fever or develop contagious symptoms will be removed from the classroom to the office until a parent can come get them. Children will be excluded from returning to school until a doctor says they may return (for contagious illnesses) or until their symptoms disappear.

Staff and volunteers will abide by the same exclusion policy

**Accident/Injury:**

- The staff is trained and certified in First Aid and CPR.
- If a child sustains an injury, the appropriate first aid will be administered immediately.
- A parent will be notified by text, phone call, or in person with information about the accident or injury.
- If it is determined that a physician's care is needed, the parents will be notified and the emergency contact information will be followed.
- If emergency contacts are not available, the child will be taken either by ambulance or a staff vehicle to the nearest hospital for treatment depending on the severity of the incident.

**\*NECS is not responsible for the payment of medical fees for expenses incurred. It is the parent's responsibility.**

**Incident:**

- In the event of an incident at the center the parents will be notified by text, phone call, or in person about what happened.
- An incident would be classified as a problem with another child in the room, a child lost or left unsupervised, an incident involving an allegation of inappropriate contact, a death of a child in care, a fire, an evacuation of the center.
- A center shall make a verbal report to MiLEAP within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident or medical condition that occurred while the child was in care.
- A center shall submit a written report to MiLEAP of the occurrences.

- A center shall keep a copy of the report on file.

\*Written procedures for fire, tornado, active intruders, and bomb threats are posted in the classroom.

### **Sanitizing:**

Children, helpers, and teachers are required to wash their hands after every use of the restroom and before serving or eating a snack. Hand washing should be done after blowing a child's nose and after the use of rubber gloves in an accident.

Tables are to be washed before and after all meals and snacks.

Toys that have been contaminated with bodily fluids will be washed immediately.

\*Notice of pest management will be given to parents prior to treatment.

### **Medication:**

- Medication may not be given without written permission from a parent. The parent must complete a medication form in order for the school to dispense any medication.
- Medication will be administered by a trained staff member and recorded on a medication log
- Medication must be ordered by a doctor and must be kept in the pharmacy-labeled container. The meds must be kept in the office.
- The medication will be returned to the parent or destroyed when it expires or is no longer needed.

### **Food Service:**

The children do not participate in a food service program. They will participate in a class snack provided by the parents. The 4-yr-old full-day students will bring a packed lunch from home with an ice pack. The teacher will place date stickers on the lunchboxes daily. The option of a Friday hot lunch provided by parents of the school will be prepared in the school kitchen which has been inspected.

### **Class Snack:**

Each child is responsible for bringing their own snack every day. Please also make sure to send a water bottle with your child every day, labeled with their first and last name on it. If your students attend school all day, you will also be responsible for sending them with lunch as well.

## **Volunteer**

Parents are always welcome in our room. Please check with the teacher first so a date and time can be set up that works for both parties.

Here are some activities in which help is welcomed: sitting with the children on the rug during circle time, helping with art projects, playing at centers, reading to children, helping with snack and cleanup, getting the children ready to go outside, and getting backpacks packed. If you have a hobby, talent, collection, or occupation that you would like to share with our class, please let me know. We are interested in everything.

*\*All volunteers in our classroom are either supervised and have been run through the Sex Offender Registry, or have a background check and fingerprinting required by the State of Michigan on file in the classroom.*

## Student Information

You will need to provide the following items:

1. A backpack
2. An extra set of clothes in case of an accident
3. Inside and outside shoes, everyday. Inside shoes may stay at school.  
(Rubber rain boots are great for outdoor play.)
4. Water bottle - Labeled with first and last name
5. Snack & Lunch - Lunch box should be labeled with first and last name

## Transportation Information

Students will be brought to school by parents/caregivers. If a child will be riding the school bus, the parent must request and complete paperwork from the office.

Your child will not be released to anybody that is not listed on the emergency information card that you filled out at the beginning of the school year. If you need to make adjustments, please reach out to the teacher and make arrangements to change that information.

## Preschool Schedules

### Daily Schedule for 3 & 4-Year-Old Preschool

Meets on Tuesday and Thursday

\*Please wait outside until the doors open.

8:20-Doors open, greet the teacher, take care of backpacks and belongings

8:25-Class begins

8:25-8:45-Morning Activities: Name tracing and other fine motor activities

8:45-9:05-Opening prayer, devotions, praise and worship songs

Listen to stories from the Bible, sing praises to God and learn about how important it is to pray to God daily.

### **9:05-9:30-Circle Time**

Learning in the following areas is reinforced during Circle Time:

- Shared Reading-Read books related to the theme or the letter of the week. Work on Concepts of Print and Reading Comprehension strategies.
- Letter Song/Letter Game-We will cover one new letter a week. Children will learn the letters of the alphabet in Orton Gillingham (OG) order which is based on how the letter is formed or how the sound is spoken. We will focus on lower case and uppercase letters, with a strong emphasis on the lowercase letters and sounds.

**9:30-9:45-Literacy Activities**-painting letters, playdough letters, stamping letters, cutting practice, looking at books

**9:45-9:55-Bathroom/Snack**

9:55-10:30 Learn through play center

### **10:35-10:45-Outdoor Education**

- Phonological Awareness Skills-work on rhyming, syllables, beginning sounds, nursery rhymes, and movement songs.
- Lifeskill stories (rules, respect, kindness, sharing etc.), Science and Social Studies informational books.

**10:45-11:00-Outdoor Education exploration, play, recess**

### **11:05-11:20-Math**

- Calendar Activities: Put up the date, work with patterns, counting skills, weather, and days of the week.
- Math Focus: Practice counting, number recognition one-to-one correspondence, geometry, graphing, sorting, and patterns

**11:20-11:30-Daily Draw and Pack up to go home**

**11:30-Dismissal-Parents pick up children at the outside door.**

## **Daily Schedule for 4-Year-Old Preschool**

**Meets on Monday, Wednesday and Friday**

\*Please wait outside until the doors open.

**8:20-Doors open, greet the teacher, take care of backpacks and belongings**

**8:25-Class begins**

**8:25-8:45-Morning Activities: Name tracing and other fine motor activities**

**8:45-9:05-Opening prayer, devotions, praise and worship songs**

Listen to stories from the Bible, sing praises to God and learn about how important it is to pray to God daily.

### **9:05-9:30-Circle Time**

Learning in the following areas is reinforced during Circle Time:

- Shared Reading-Read books related to the theme or the letter of the week. Work on Concepts of Print and Reading Comprehension strategies.
- Letter song/Letter Game- We will cover one new letter a week. Children will learn the letters of the alphabet in Orton Gillingham (OG) order which is based on how the letter is formed or how the sound is spoken. We will focus on lowercase and uppercase letters, with a strong emphasis on the lowercase letters and the sounds.

**9:30-9:45-Literacy Activities**-painting letters, playdough letters, stamping letters, cutting practice, looking at books

### **9:45-9:55 - Bathroom/Snack**

**9:55-10:30-Learn through Play Centers**

### **10:35-10:45-Outdoor Education**

- Phonological Awareness Skills-work on rhyming, syllables, beginning sounds, nursery rhymes, and movement songs.
- Lifeskill stories (rules, respect, kindness, sharing etc.), Science, and Social Studies information books.

**10:45-11:00-Outdoor Education** exploration, play, recess

### **11:05-11:20-Math**

- Calendar Activities: Put up the date, work with patterns, counting skills, weather, and days of the week.
- Math Focus: Practice counting, number recognition one-to-one correspondence, geometry, graphing, sorting, and patterns

**11:20-11:30-Daily Draw** for half day students and dismiss at 11:30

Full day students go to the bathroom and wash their hands for lunch.

**11:30-12:00-Lunch in the room.**

**12:00-1:00-Rest time/Quiet activities**

**1:00-1:15-Interactive Read Aloud**

Students will be actively engaged in the read aloud.

### **1:15-1:35-Writing Workshop**

Teacher will model a writing lesson. Students will have “think time”, then orally tell their story to a partner. Eventually students will write their stories on paper. Students will do writing skill tracing sheets and book boxes if they finish early

### **1:40-2:20-Outdoor Education/Exploration/Recess**

- Encourage STEM activities that are related to science, technology, engineering, and math. These are great thinking activities for children to participate in!

- Discover and explore God's world through Science and Social Studies. Children will take part in a variety of hands-on activities and be actively engaged in the learning process.

**2:25-2:45-Math Workshop**

Students will participate in a variety of math activities at various learning levels.

2:45-3:00-Clean Up/Daily Draw/Pack Up to go home

3:00-Dismissal