



Preschool
Parent Handbook
Explore. Connect. Grow.

Room 14
1102 Grant Avenue
Grand Haven, MI 49417
jphillips@grandhavenchristian.org
616-842-5420

Grand Haven Christian School Mission

The Grand Haven Christian School (GHC) mission is to educate minds and shape hearts for service to God in His world.

Preschool Mission

The all day preschool mission is to explore, connect, and grow while nurturing faith.

Preschool Philosophy

The all day preschool philosophy is to foster each child's natural curiosity in a safe, Christian environment.

Preschool Schedule of Operation

All day preschool operates Monday through Friday from 7:50 am to 2:30 pm and offers three schedule options: 1) Monday through Friday; 2) Monday, Wednesday, and Friday; or 3) Tuesday and Thursday.

All day Preschool follows the GHC schedule, which means preschool will be open on the days that GHC is in session. For the GHC schedule, please see Appendix A in this handbook. Additionally, for any school cancellation for snow, ice, fog, or otherwise, preschool will also be closed, but Surround Care will be open.

Preschool Enrollment

To enroll in preschool:

- (1) your child must be 3 years old;
- (2) your child must also be potty trained*;
- (3) your child must have a file that contains the following completed documents:

GHC Child Information Record

The Child Information Record must be accurate and complete. All requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

Children may be released to individuals listed in the "Emergency Contact & Release of Child" section.

GHC Surround Care and Preschool Registration

Parents must be allowed to review a written information packet (GHCS Preschool Surround Care Policies) and licensing notebook. Only one per family is required.

Certified Health Statement

(contained in GHC Child Information Record)

Health Appraisal

Must be performed within the preceding year, signed by a licensed healthcare provider. Health Appraisals are due within 30 days from the child's start date. The health appraisal is required for only preschool age and younger and must be updated every 2 years.

Certificate of Immunization

The Certificate of Immunization is required only for children under school age. School age is defined as a child who is eligible to attend kindergarten or higher.

Immunizations may be waived. However, a copy of a waiver addressed to the Department of Community Health and signed by the parent stating immunizations are not being administered must be submitted to the school.

If you have previously submitted this paperwork to the school, then you must update the paperwork by visiting the school, reviewing the paperwork, and initialing the paperwork no later than Monday, August 26.

***Potty Policy**

A fully potty trained child is a child who can and will:

- 1) tell the teacher they need to go to the bathroom before going;
- 2) pull down their underwear, pants, or skirt and get their clothing back up without assistance;
- 3) wipe themselves after using the toilet;
- 4) get off the potty independently;
- 5) wash and dry hands and return to the classroom without direction; and
- 6) postpone using the bathroom if they must wait in line or are away from the bathroom.

Our license requires that our preschool children be fully potty trained. At this age, accidents happen especially as children adjust to a new classroom, but if an accident occurs more than three times in one week, then the child must be removed from the school setting for one month or until they are fully potty trained. If accidents of any frequency occur over three consecutive weeks, then the child must be removed from the school setting one month. If the preschool has an enrollment waiting list, then that child's spot will be made available to the next child on the waiting list.

Preschool Withdrawal

After school begins, a two-week notice of intention to withdraw is requested. All notices must be written and submitted to the school office.

Dismissal from Preschool

The GHC Principal reserves the right to temporarily or permanently dismiss a child from preschool. Reasons for a child's dismissal from preschool may include:

- non-payment of tuition, or after notice, excessive late payment.
- failure to submit required paperwork.
- continuous destructive, uncontrollable, or violent behavior.

- continuous lack of parental cooperation.
- lack of program suitability for a specific child or family.

Changes in Schedule

The preschool schedule is selected at the time of enrollment. No adjustments may be made during that school year.

Deposit, Fee, and Tuition Policy

A registration deposit is due at the time of enrollment and is non-refundable. This deposit is applied to the September tuition. Payments should be made directly to the school office and not placed in your child's backpack or handed to the teacher. GHC is not responsible for lost tuition payments if they are not turned into the office. No refunds will be made for illness or vacation. Cases of extended illness may be reviewed by the administration. Tuition is due the tenth day of each month. If your tuition is not paid by the twentieth of the month, a late fee of \$10 will be assigned.

Communication

We encourage and welcome your communication about your child's well being and experience in preschool. Jaren Phillips may be emailed at jphillips@grandhavenchristian.org.

The GHCS Home Bulletin will be sent home every week by email. Your child will receive a newsletter at the end of every week (Thursday/Friday) explaining what activities were completed throughout the week. This will also contain important information and upcoming events.

You will also have the opportunity to sign up for Seesaw which is an app we use daily to update parents with pictures and videos of the kids performing and completing activities.

Daily Routine

7:50	Bell Rings/Opening Activities
8:15	Morning Meeting
8:20	Prayer and Devotions
8:30	Choice Time, Small Group Activity
9:30	Snack
9:45	Recess
10:30	Story
10:40	Bathroom and Wash Hands
10:45	Exploration, Small Group Activity
11:30	Lunch
12:00	Recess or Center Play (weather permitting)
12:45	Bible Stories and Songs
1:00	Rest
2:10	Afternoon Meeting
2:20	Ready for Home
2:30	End of Day

*Specials such as music, art, and gym will be assigned days and times. You will receive a notification about these specials.

Dress

Please send your child in comfortable, weather-appropriate play clothes each day. Please send in an extra set of clothing, in case of an accident or other mess. Please include: shirt, pants/shorts, underwear and socks. Label boots, coats, mittens, and similar items with your child's name.

You can help your child be self-sufficient and independent by selecting clothing s/he can manage with little help and shoes that are easily slipped on/velcroed. Encourage your child to zip, button, and hang up his/her own coat.

Field Trips

Advanced notice of field trips will be provided to parents. Drivers must follow the following guidelines:

- **Vehicle Requirements:**
 - ✓ Good operating condition - tires, brakes, horn, lights, wipers, etc.
 - ✓ No loose, heavy objects in passenger area
 - ✓ Safety belts in good operating condition
 - ✓ Children must ride in back seats only
 - ✓ Have a First Aid Kit (provided by the school)
- **Driver Requirements:**
 - ✓ Completed Volunteer Form (in office)
 - ✓ Valid Driver's License
 - ✓ Proof of insurance coverage
 - ✓ No more than 6 active points on driving record
 - ✓ Provided with a list of children in vehicle with names and phone numbers of parent/guardians.

Preschool Arrival

Upon arrival to preschool in the morning, a child must be escorted by an adult to the preschool room. If you arrive more than 10 minutes late please stop in the office and sign in. Parent or guardian (18 years or older) must sign their child in by initialing and dating next to their child's name. Note the marked bus zones on the Grant Avenue side of the building.

Preschool Departure

Who

A parent or guardian who is listed on the Child Information Record must pick up that child and sign them out. Please send a note that authorizes pick up by someone other than a parent or legal guardian. Please remind the person picking up to provide their driver's license.

How

The parent or guardian must come to the preschool room (14) to pick up their child and sign them out by putting their initials and the date next to their child's name on the sign-out sheet.

When

A child may be picked up at 2:30 pm, unless your child plans to attend after school Surround Care. Then, your child must be picked up no later than 5:30 pm. For any child pick up after 5:30, a fee will be charged. If you are staying longer than just a drop off, please use the parking lot of First Christian Reformed Church on the Colfax street side of campus.

Food Service Policy

Parents are encouraged to send a healthy and nutritious snack to preschool for their child to eat during snack time. Parents are also encouraged to send a water bottle or closed cup to preschool for their child. Please do not send any liquid that stains, such as milk or grape juice.

If your child has a food allergy or restriction or other special dietary need, this matter should be noted on the Child Information Record. Please ensure staff is aware of your child's needs and restrictions.

Health Policy

Required Medication

If your child requires prescription or non-prescription medication, a *Medical Permission and Instructions* form must be completed and returned to the school's main office.

Medication must be in its original container and clearly labeled for the child. Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication. Preschool staff will administer the medication according to the directions on the original medication container unless authorized by a written order from the child's physician. Each time the medication is given, the caregiver will record the dosage on the *Medical Permission and Instructions* form.

Non-prescription Medication

Topical non-prescription medication requires written parental authorization annually. Topical non-prescription medication includes sunscreen, insect repellent, rubbing alcohol, essential oils, and antibiotic ointment.

Exclusion Policy for Child Illnesses

Most children with mild medical or health symptoms can safely attend preschool. However, a child must not attend preschool if:

- (1) the child has a temperature of 100 degrees or more,
- (2) the child has two loose or watery stools (diarrhea),
- (3) the child is vomiting,
- (4) the child develops a rash,
- (5) the child is not him or herself and continually cries or complains,
- (6) the child does not feel well enough to participate comfortably in the program's activities, or
- (7) caregivers cannot adequately care for the sick child without compromising the care of the other children.

*Your child must not return to school until he or she has been symptom free for 24 hours (without medication).

Discipline Policy

It is our policy to use positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation. We believe that discipline is most effective when it is consistent, reinforces desired behaviors, and offers natural and logical consequences.

Positive methods of discipline that we use include:

- redirection,
- encouraging,
- modeling,
- setting clear rules,
- talking to child about feelings,
- offering alternative solutions, and
- removing child from conflict.

Time-outs are used only to stop aggressive behavior or to allow an upset child to calm down. When using time-out, staff will address the expectations with the child and ensure that child is not humiliated, threatened, or afraid.

All of the following punishments are prohibited:

- hitting, spanking, shaking or inflicting any type of corporal punishment,
- restricting the child's movement by binding or tying the child,
- inflicting mental or emotional punishment, such as humiliation or threats,
- depriving the child of meals, snacks, or rest,
- excluding a child from outdoor play or learning experiences, or
- confining a child in an enclosed area, such as a closet or small cubicle.

All preschool staff will review the State of Michigan Department of Human Services Positive Discipline publication. This publication addresses specific situations such as biting, scratching, and hitting.

Parent Notification Plan

Closings

For preschool closings, please check local radio and television stations (WGHN 92.1, TV 13 {WZZM} and TV 8 {WOOD TV}). Also, please sign up for the Remind text notifications from GHCS.

Secondary Emergency Locations

If staff and children need to leave GHCS due to an emergency and it is unsafe to return to the building after an emergency, all staff, students, and children will go to one or more of the Secondary Emergency Locations: First Christian Reformed Church (516 Ferry Street), Second Reformed Church (1000 Waverly Avenue).

Illness, Injury, or Incident

When preschool staff observe changes in the child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group - the staff will follow these steps to notify parents:

- (1) Check current schedule for temporary parent or guardian contact information;
- (2) Call parent or guardian at contact information listed on Child Information Record;

- (a) Emergency contacts may be contacted if parent or guardian is unavailable and the child's issue warrants an emergency.
- (3) Text parent or guardian at contact information listed on Child Information Record;
- (4) Email parent or guardian at contact information listed on Child Information Record

If preschool staff is unable to contact a parent or guardian, then the staff will, for a serious accident or injury, seek appropriate emergency medical care, or for illness, separate the child from other children to prevent illness from spreading and keep the child comfortable until he or she is picked up.

Fire, Tornado, or Lockdown

Procedures for fire, tornado, or lockdown are posted throughout Grand Haven Christian School.

Alleged Sexual Contact

Staff and volunteers must follow the Preschool Child Abuse and Neglect Reporting Policy. This Policy alerts staff to types of abuse and explains the reporting requirements.

For any accident, injury, illness, death, fire, or evacuation, preschool Staff must file a written report to the department.

Appendix A
2019-2020 GHC School Calendar
(dates & times are subject to change)

August

- August 21 - Popsicle Palooza and New Family Orientation
- August 21-22 - Teacher Inservice
- August 26 - School Starts Y5-8th (Including All Day PK)
- August 26 - 4's preschool orientation
- August 26 - Back To School Chapel
- August 27 - 3's preschool orientation
- August 28 - First day for 4's preschool/SI preschool
- August 29 - First day for 3's preschool
- August 30-September 2 - Labor Day Weekend, **No School**

September

- September 5/6 - Middle School Camp
- September 6 - Spirit Day
- September 6 - Back To School Picnic
- September 10 - Parent Information Night (6:30-7:00 Elementary, 7:15-7:45 Elementary, 8:00-8:30 Middle School)
- September 14 - Collaborative Golf Outing
- September 17 - Culver's Cares Night
- September 25 - All School Chapel

October

- October 4 - Spirit Day
- October 11 - Walk by Faith
- October 23 - All School Chapel
- October 24 - Teacher Training - **No School**
- October 25 - CEA Convention/TfT Training - **No School**
- October 28 - Middle School Choral Workshop Day
- October 30 - Pastor's Breakfast

November

- November 1 - Spirit Day
- November 14 - Mother/Daughter night
- November 20 - All School Chapel
- November 25/26 - PT Conferences in the evening

- November 27-29 Thanksgiving Break - **No school**

December

- December 5 - Middle School Band/Choir Christmas concert
- December 6 - Spirit Day
- December 7 - Jingle Bell Parade
- December 9/10 and 16 - Gift and Gab PTF
- December 11 - Silver Tea (PK-2nd)
- December 18 - All School Chapel
- December 23 - January 5 - Christmas Break - **No School**

January

- January 6 - School Resumes
- January 10 - Spirit Day
- January 20 - Martin Luther King Day **No school**
- January 21-24- Middle School Winterim
- January 21 - Early Education Open House
- January 30/31 - Dad's Camp-In or Father/Son night
- January 29 - All School Chapel

February

- February 7 - Spirit Day
- February 8 - MS/HS District Solo & Ensemble
- February 13 - Y5- 8th Conferences
- February 14-17 - Mid-Winter Break - **No school**
- February 21 - Norton Pines Family Fun Night
- February 26 - All School Chapel
- February 27 - Spotlight on Learning Open House

March

- March 4 and 5 - Spring PT Conferences
- March 6 - Spirit Day

- March 11, 12, 13 - MS District Choral Festival @ GH HS
- March 14 - Mom 2 Mom Sale
- March 19 - Father/Daughter Dance
- March 26 and 27 - Middle School Musical

April

- April 1 - All school chapel Easter themed
- April 3 - April 10 - Spring Break - **No School**
- April 13 - School resumes
- April 14 - Culver's Cares Night?
- April 17 - Spirit Day
- April 23 - 3rd-5th Musical
- April 24 - Teacher In-service **No School**
- April 25 - Auction
- April 29 - All School Chapel

May

- May 1 - Spirit Day
- May 1,3, & 4 - State Choral Festival (Potential)
- May 4-8 - Teacher Appreciation Week
- May 7 - Grandparent's Day
- May 13 - Y5-2nd Brown Bag Opera
- May 14 - Middle School Choir/Band Concert
- May 25 - Memorial Day - **No School**
- May 27 - All School Chapel
- May 29 - End of the year Picnic

June

- June 4 - 8th grade graduation
- June 5 - Last day of school ½ **day**