



# ALLENDALE CHRISTIAN SCHOOL

Academically Prepared Called to Service Spiritually Equipped

## Preschool Handbook



**The Mission** of the ACS Preschool is to fulfill the MISSION of ALLENDALE CHRISTIAN SCHOOL, which is to equip students academically, spiritually, and socially to gratefully serve God in all aspects of life.

**The Purpose** of our preschool is to provide a stimulating and enriching experience for children in preparation for kindergarten or Young 5's. A program that nurtures the social, emotional, physical, spiritual, and intellectual growth of the preschool child will be provided in a secure and loving environment.

**The Environment:** A Christ-centered education is emphasized in the ACS Preschool. We desire to educate our preschool children in an environment permeated by an awareness that they have a special place in God's plan. Children will be taught that God loves and cares for them and His world. In our classroom we will provide many experiences in which children can also express their love for God.

## A. We have the following goals for our preschool children:

- Become more aware of God in our world
- Love God and each other
- Achiever a positive self-image
- Learn to accept and respond to others
- Improve verbal, listening, and perceptual skills
- Develop gross and fine motor skills

## B. Admissions:

1. **Admission Policy:** Our preschool is open to children of any race, color, national and ethnic origin, and to children whose parents show evidence of a genuine interest in a Christian preschool program. Our school requires that only children of Christian parents (or guardians) will be admitted to the school. Parents are expected to be personally committed to Jesus Christ as their Savior and Lord.
2. **Age Requirements:** Children should be 3 years old by September 1 to attend the 3 year old class. Children should be 4 years old by September 1 to attend the 4/5 year old class. Exceptions will be considered carefully by the school if requested by the parent. All children must be potty-trained prior to September 1; for this there are no exceptions. All hearing, vision and physical information must be turned in at the school office before the beginning of school.
3. **Tuition Deposit:** A \$50.00 non-refundable deposit is required with the enrollment form. The deposit is refundable **only** if an application is made and the class has already filled up or if we decide that the child is not ready for our preschool. A late fee of \$20.00 will be assessed for payments not received by the scheduled dates. All payments should be paid directly to the school office rather than to the teacher. Preschool tuition is determined by the Board of Directors, in coordination with the Principal.

## C. Classroom Information:

1. **Teacher:** The preschool teachers hired by the ACS Board of Directors hold a MI teaching certificate and most have an early childhood endorsement. The teachers are required to obtain a minimum of 16 hours of professional training each year as well as hold current certification in CPR, first –aid, and bloodborne pathogen training. The teachers have been screened through interviews, by application forms, and by contacting references. This was done by Allendale Christian School’s principal and the Education Committee. An enthusiasm for young children, a nurturing personality, and creativity in lesson planning are characteristics of the teachers selected for the preschool teaching positions.
2. **Staffing:** Each preschool class will be taught by our teacher and one aide.
3. **Class Sessions:** The minimum number of students in each class will be determined in consultation with the principal. There is an absolute maximum of 18 children allowed in each 4-year old class and a maximum of 16 children allowed in the 3 year old class, with a teacher and one aide. Morning and afternoon sessions are available. A specific schedule is given out at our open house. The preschool program offered at Allendale Christian School is a 34 week program which is divided into two semesters.
4. **Snacks:** Each child is asked to bring a water bottle each day and a small, healthy, nut-free snack to school each day just for themselves. Snacks will be kept in our lockers until snack time.

5. **Discipline:** The atmosphere of the preschool classroom will promote love and respect for one another. Classroom rules are simple and specific; they are used to prevent a child from harming himself, others, and property. We attempt to encourage children to feel the desire within themselves to make a proper choice. Positive methods of discipline which encourage the child's own self-control, self-direction, self-esteem, and cooperation will be emphasized. At times a child may be removed from the others for a quiet talk. There will never be corporal punishment in our preschool. If a problem persists, the teacher will arrange a conference with the child's parents, and the principal will be notified. If no satisfactory solution can be reached, it will be necessary for the child to be dismissed from preschool.

## D. A Day in the Life of a Preschooler at Allendale Christian School



### What we do and Why!



- Choice Time:** Taking turns—Sharing--Using words to solve conflicts--Learning to play with others--Learning to value others' ideas--Learning how to make a choice (so important in today's over-scheduled kids)--Learning responsibility—cleaning up what you're working with **Includes some of these and more:**

  - **Sensory Table (Sand, rice, water, shaving cream)**--Using our sense of touch to learn—Experimenting with weight and volume—Practicing hand-eye coordination—Exercising the muscles in our fingers, hands, and arms necessary for writing
  - **Building Area (Blocks, legos, Lincoln logs)**—Using the muscles in our hands and bodies—Developing hand-eye coordination—Practicing problem solving skills—Thinking creatively—Developing oral language and communication skills—Developing spatial relationship skills
  - **Fine Motor Tasks (Lace up cards, beads, board games, pegs)**—Developing eye-hand coordination—Exercising the muscles in our fingers, hands, and arms necessary for writing—Exploring patterns—Using our imaginations to create
  - **Puzzles**—Practicing critical thinking skills—Exercising the muscles in our hands to develop coordination and dexterity—Improving our hand-eye coordination—Developing spatial relationship skills
  - **Puppets**—Developing expressive language—Using our imaginations and creativity to stimulate the right side of our brains—Exercising the muscles in our fingers, hands, and arms necessary for writing
  - **Art Center**—Experimenting with different media—Practicing using pencils and crayons—Creativity—Working on getting an idea in your head down on paper
  - **Large Motor—Climber and slide**--working large climbing muscles—**Hopscotch rug**-- hopping and throwing—
  - **Play house**—Developing the ability to role play—Developing language skills—Developing social skills—Developing self-help skills
- Calendar Time:** Learning Days of the Week and Months of the Year--Number recognition and matching--Counting to 31--Pattern recognition--Learning to wait your turn and allowing others their turn--Confidence to stand up in front and lead
- Bible Time: Listening and speaking skills:** listen when others are talking, raise your hand—don't interrupt, speak loudly enough so others can hear you when answering a question, talk about the topic that is being discussed
- Learning themes of the stories:** God is creator, He loves us and made us, We do things that are wrong, God sent Jesus to save us so we could be children of God again. God is powerful and is able to do miracles. God



wants us to share what we know about Him with others.)-- Learning facts of the stories--Learning songs that go with the stories--Learning Bible verses--Experiencing prayer

5. **Snack Time:** Acknowledging that all good gifts come from God--Personal hygiene and cleanliness--Polite words for asking and showing gratitude--Cleaning up after yourself-- Encouraging trying new foods --Conversational skills



6. **Book Time (Informal time for looking at/reading books):** Learning to make a choice--Learning to love books--Pre-reading skills such as telling the story from pictures or from previous knowledge of the book--Pre-reading skills such as noticing letters and/or words in a book--Social Problem solving: sharing a book, taking turns with a book, letting others see as well as you



7. **Carpet Time/Theme Time:** Exposure to science or social studies learning that goes with the theme (For example: The Seasons, Polar, Farm, or Zoo Animals, Community Helpers, Holidays, Families, Healthy Kids, Transportation)--Listening and speaking skills--Expanding the attention span--Exposure and interaction with literature both fiction and non-fiction--Comprehension skills such as recalling what was read, predicting what will happen next, comparing and contrasting books, vocabulary expansion--Language learning such as rhyme and rhythm in stories and poems, noticing letters that we're learning--Loving and appreciating books—Learning songs and poems

8. **Art Time:** Creativity --Experimenting with different media--Following directions to make a project--Working on writing our names on our projects--Working on hand strengthening as we squeeze glue bottles--Working on fine motor skills as we cut and use pencils, crayons, markers, paint--Using our visualization skills to picture an object and then try to make it on a paper--Noticing shapes in things that will help us draw them better--Being willing to try--Accepting what we've made even if it isn't perfect--Social learning: asking for what we need, sharing, helping others, encouraging others

9. **Large Motor Time (In the Gym, outside, or in the classroom):** Practicing control of our large muscle groups to: Hop, Jump, Stretch, Balance, Skip, Throw, Catch, Bounce, Kick, Climb, Crawl, Gallop, Run--Practicing our awareness of others and their personal space



10. **Small Group Time:** Learning to recognize letters and numbers--Beginning practice with writing the letters and numbers using the Handwriting without Tears curriculum--Beginning to attach a sound with a letter using Zoophonics--Working on pre-math skills such as patterning, sorting, shape recognition and one to one correspondence--Working on recognizing and writing our names

11. **Closing Activities: Show and Tell:** Listening and speaking skills--Learning to choose an object to bring—Sharing a part of their home life with the class--**Our class stuffed animals:** Listening and speaking skills--Learning to take responsibility for something that belongs to someone else

#### **Summary of Activities (differences between 3's and 4's preschool):**

The activities for 3 year olds will help acquaint them with the preschool setting whereas the activities for 4/5 year olds will more specifically prepare them for kindergarten. The learning in all classes is centered around various themes.

Open-ended activities, hands-on experiences, and concrete learning lessons will be used to promote individual development and will allow for different developmental levels of the children.

## E. Important Daily Details for Parents

1. **Snacks:** Each child is asked to bring a water bottle each day and a small, healthy, nut-free snack to school each day just for themselves. Snacks will be kept in our lockers until snack time.
2. **Absences** If your child will be absent, parents are asked to call the school office before the beginning of the session or email the child's teacher. This is especially helpful on days when a field trip is scheduled.
3. **Drop off and pick up** Parents should drop off and pick up their children by entering the north side of the building at the preschool door. Children should arrive no more than five minutes before each session begins. Parents should see that their child is brought directly to the classroom and that an adult is aware of the child's presence before leaving. If a child comes from childcare, the childcare staff will see that they are brought to the correct room.

At dismissal, each child is to remain inside the classroom until he is called for by his parent or carpool. For the children's protection, each child will only be released to the persons whose names appear on the Child Release Card. If there is any change in the person authorized to pick up a child, the parent must send a written note. Children going to child care will be brought over by a teacher or aide.

Although assistance can be provided, Allendale Christian Preschool is not responsible for carpools established among parents. To help the teacher during dismissal time, parents should inform the teacher of carpool arrangements with other classmates.

## F. Health Care

\*\*A healthy environment protects both children and staff, makes children feel cared for and encourages the development of healthy habits for a lifetime. It is a cornerstone of good child care and a priority at Allendale Christian Preschool. Our established practices are intended to ensure such an environment and include:



### 1. Handwashing

Proper and frequent handwashing is the most effective way to prevent the spread of infection and must be done throughout the day at the following times:

#### **Staff:**

- Upon arrival at work
- Before and after handling food
- After using the toilet or helping a child with toileting
- After contact with body fluids
- After removing disposable gloves used for any purpose
- After performing cleaning tasks or handling garbage
- After play on the playground
- Before going home

#### **Children:**

- Upon arrival at the center
- Before and after eating
- After play on the playground
- After using the bathroom

\*\*\*Children must be given the help they need to wash their hands properly

## 2. Illness and Communicable Disease

Medical and emergency information forms must be on file before a child can enter preschool. All immunizations must be current.

There is a concern about the health of every child in our program. To maintain the health of all children, parents are asked to keep a child at home if there are any signs of:

- fever – 100 degrees
- vomiting
- excessive nasal discharge
- diarrhea
- conjunctivitis (pink eye)
- lice
- ringworm
- chicken pox
- impetigo
- scabies
- strep throat

Children who complain of or display symptoms of illness will be separated from the rest of the children. Parents will be notified and they or an authorized person must take the child home.

## 3. Cleaning and Sanitizing Equipment and Toys

Tables are cleaned before and after each snack time with a cleaner, followed by water, and then a weak bleach solution is applied. Toys are cleaned before being brought out and when necessary with a bleach solution.

## 4. Handling Bodily Fluids

Disposable gloves will be used for direct contact with any bodily fluids. A dry material will be applied to areas that contain these fluids. It will then be vacuumed or swept up, the content will be placed in specialized bags and the area will be disinfected. Any broom and dustpans that are used will also be disinfected.

# G. Crisis Management

## 1. Closings, Delays, and Crisis Management Procedures

It is possible for Allendale Christian School to be closed or delayed during any day because of bad weather (fog, ice, snow) or when the condition of the roads would make it unsafe for the buses to travel. Because most of our students are transported by Allendale Public School buses, the decision to delay or close school will be made in conjunction with the decisions of the Allendale Public School administrators. **If there is a 2 hour delay, AM Pre-school will be cancelled. If the school is closed, Pre-school will be closed as well.** Parents who suspect that school may be canceled or have a delayed opening on a given day should listen to one of the local radio or television stations. Please do not call the school.

## 2. Severe Weather

In case of severe thunderstorms, tornado watches, and warnings, the following policy is in effect:

- a. Parents may pick up their own child any time during these circumstances. If you choose to pick up your children, please pick them up from their individual classrooms. Please do not call the school during a tornado watch or warning except in a most serious emergency.
- b. In the event of a tornado watch, school will continue and dismiss as normal. No after school activities will be convened during a watch. If a TORNADO WATCH is in effect at the site of an evening activity one hour before the beginning of that activity, the activity will be cancelled.
- c. In the event of a tornado warning, students will be directed by their teacher to the safest area in the building and will be detained in the safest place until the warning is lifted, even if it's after the usual dismissal time.

## 3. Crisis Management Drills

- a. Fire drills, both announced and unannounced, will be held periodically. Each classroom is to leave by their designated emergency exit. Our primary concern is that the buildings are vacated quietly and safely.
- b. Severe Weather drills will be held periodically. Students will be led by the teacher to the safest place in the school and will wait there until a signal is given.
- c. School lockdown procedures will also be practiced at least twice a year. The classroom is equipped with a summary sheet that explains the major drills and the actions that need to be taken by teachers and students to remain safe.

## 4. School Crisis Plan

A copy of the ACS Crisis Plan is available upon request.

## Community Resources Information

### **Health Resources in Ottawa County**

Call **2-1-1** to get information about resources closest to where you live, 24 hours a day 7 days a week.

#### **Medical Resources**

**City on a Hill Ministries Health Clinic** – [www.coahmhealthclinic.blogspot.com](http://www.coahmhealthclinic.blogspot.com)

100 S. Pine St, Zeeland; **(616) 748-6009**.

**Cherry St. Health Center** - 550 Cherry St, Grand Rapids; **(616) 235-7272**.

**Love INC Tricities Free Health Clinic** – [www.loveintrinsicities.org](http://www.loveintrinsicities.org)

16290 Ferris St, Grand Haven; **(616) 502-2658**

**InterCare Clinic** – [www.intercare.org](http://www.intercare.org)

285 James St, Holland; **(616) 399-0200**.

**Holland Community Health Center**

336 South River, Holland; **(616) 394-3788**

**Ottawa County Health Department** – [www.miottawa.org/health](http://www.miottawa.org/health)

Three locations: Holland – 12251 James; **(616) 396-5266**;

Hudsonville - 3100 Port Sheldon; **(616) 669-0040**;

Grand Haven - 16920 Ferris **(616) 846-8360**.

#### **Dental Resources**

**Holland Free Health Clinic** – [www.hfhclinic.org](http://www.hfhclinic.org)

99 W 26<sup>th</sup> St, off Michigan Ave. (by Holland Hospital); **(616) 392-3610**

**InterCare Clinic**

285 James St, Holland; **(616) 399-0200**.

**Ottawa County Health Department**

12251 James St, Holland; **(616) 393-5694**.

**Love, INC Tri-Cities**

1106 Fulton St, Grand Haven; **(616) 846-2701**

**Grand Valley Dental Care**

2064 Baldwin, Jenison; **(616) 457-2299**.

**Grand Rapids Community College**

143 Bostwick Ave. NE, Grand Rapids; **(616) 234-4237**.

#### **Prescription Resources**

**Meijer, Target, Walmart, K-Mart, Sam's Club, D&W,**

**Family Fare** – most large chain pharmacies offer free or low cost medications which vary by location. Call or visit their websites for an updated list.

**Holland Free Health Clinic**

99 W. 26<sup>th</sup> St, Holland; **(616) 392-3610**.

**InterCare Clinic**

285 James St, Holland; **(616) 399-0200**.

**Love, INC Tri-Cities**

1106 Fulton, Grand Haven; **(616) 846-2701**.

**Ottawa Prescription Discount Card** - [miottawa.org/health](http://miottawa.org/health)

#### **Mental Health Resources**

**Ottawa County Community Mental Health** - **(616) 393-5681** or **(877) 588-4357**.

## **Vision/Hearing**

### ***Holland Free Health Clinic***

99 W 26th St, off Michigan Ave (by Holland Hospital); **(616) 392-3610**.

### ***Goodwill Optical***

393 E. Lakewood Blvd, Holland; **(616) 848-3300**

## **Health Coverage**

***Ottawa County Health Department*** - [www.miottawa.org/health](http://www.miottawa.org/health)

12251 James St., Holland; **(616) 393-5758**.

***Department of Human Services (DHS)***

**(616) 394-7200**.

## **FOOD ASSISTANCE RESOURCES IN OTTAWACOUNTY**

Call **2-1-1** anytime for information on local and upcoming mobile food pantries other resources.

***The Ottawa County Health Department cannot guarantee the accuracy of the information contained in this list and is not affiliated with any of the following organizations.***

### **Women, Infants, Children (WIC)**

A Federal food program which supplies basic supplemental food and formula to eligible pregnant women and women with infants and children up to 5 years old.

***WIC Holland*** - 285 James St, Holland; **(616)399-0202**

***WIC Allendale*** - 6189 Lake Michigan Dr, Allendale; **(616)895-1375**

***WIC Grand Haven*** - 1705 Beacon Blvd, Grand Haven; **(616)844-0097**