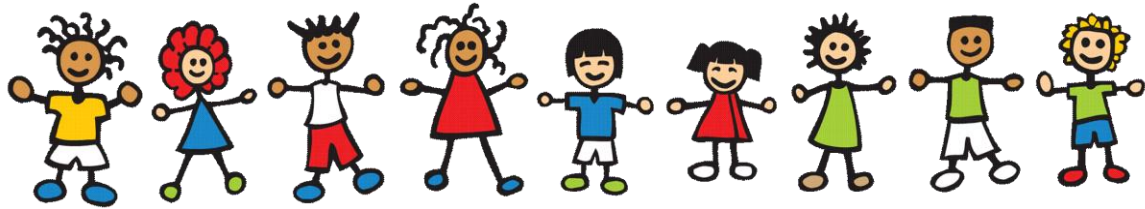


# North County Christian School



## Preschool Handbook

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## **Basic Principles of Behavior**

We urge our families, as much as possible, to live by Biblical principles of behavior.

1. Love God with all your heart, soul, mind, and strength and your neighbor as yourself. (Exodus 20:3-6; Mark 12:28-31)
2. Press upon the attention of the unsaved the claims of the Gospel. (Matthew 28:19-20; Acts 1:8)
3. Be courteous to all persons. (Ephesians 4:32; I Peter 2:17)
4. Be helpful to all in love, bearing with each other's personalities. (Romans 12:13; Galatians 6:2,10)
5. Attend the services of your church regularly. (Hebrews 10:25; Acts 17:11; II Timothy 2:15; 3:14-16)
6. Be honest in all matters, refusing to take advantage of another. (Leviticus 19:10-11; I Corinthians 6:7-10)
7. Dress in Christian simplicity and modesty. (I Timothy 2:8-10)
8. Do not take the name of God in vain. (Exodus 20:7; Leviticus 19:12)
9. Do not participate in sexual immorality, such as premarital or extramarital relations or sexual perversion of any form. (Romans 1:24-27; Leviticus 20:13; Matthew 5:27-32)
10. Do not participate in habits or practices known to be destructive to physical or mental well being. (Proverbs 20:1; 23:1-3; I Corinthians 6:17-20)
11. Do not quarrel or return evil for evil. Do not gossip, slander or otherwise spread surmises injurious to the good names of others. (II Corinthians 12:20; Ephesians 4:30-32)

## **State Licensing**

One of the most frequently asked questions is "Are you state licensed?" The answer is no, but we operate within the requirements of city and state health, fire, and building regulations. We adhere to state standards for room, playground space, staff to child ratios, and program materials used. As with all centers in the state of Missouri, we are subject to periodic inspections. We are fully accredited through ACSI and Cognia for our K-12 program, and many of the accreditation standards help ensure our preschool/preK programs are meeting high standards as well. We do our best to comply with all state regulations and to correct any shortcomings as soon as we find out about them.

## Admissions

North County Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, in administration of its educational policies, admission policies, scholarship/loan programs, athletic, and other school-administered programs.

Our admission procedures are designed to help both school and parent make the best possible decision for the education of each child. We are not equipped to provide proper education for children suffering from severe physical handicaps, learning disabilities, or emotional needs.

1. Child must be 3 yrs old (PRE K3) or 4 yrs old (Jr. Kindergarten) by August 1<sup>st</sup>.
2. The school must be supplied with:
  - A record of any serious diseases, illnesses or injuries the child has had
  - A record of the child's immunizations
  - A copy of the child's birth certificate
3. Parents will be interviewed.

## Birthday Celebrations

To allow your child to celebrate their special day with school friends, you may, if you wish, bring commercially prepared and individually wrapped birthday treats to school. No homemade items will be served at school. We ask that you please make arrangements with the teacher prior to sending treats, so that we do not have several in one day. Birthday treats will only be served during the child's lunch or recess time. Please remember this is not a "party time"; you are only providing a treat for the class.

Party invitations **cannot** be distributed at school unless you are inviting the whole class or all of the boys/girls in the classroom.

## Curriculum

At NCCS, we use the Abeka curriculum. It is a strong program dedicated to providing quality education from a Christian perspective. It is very challenging, but fun and interactive. It focuses on Bible character building, memory verses, readiness skills, reading, phonics and letter and number recognition. It is a highly successful academic program that provides a strong foundation in early literacy and prepares them well for elementary school.

# Discipline Policy

Because children are children, and discerning right from wrong is a learning process, we shall first talk to the child when unacceptable behavior occurs. If this behavior continues, we will use interventions such as separating the child and putting him/her in timeout. We hope this will encourage the child to understand the importance of acceptable behavior patterns. If the problem cannot be resolved between the teacher and the child, the teacher will call the parent and share what is happening. Discipline is not imposed for failure to sleep or eat or toilet accidents.

We work hard to provide a caring environment that encourages growth in self-control and respect for others. The following expectations are noted and parental support is required if we are to succeed in this responsibility of raising children.

1. Children are required to respect others through both word and actions. The use of profanity will not be tolerated.
2. Causing physical harm to another child or adult by hitting, biting, kicking, is not acceptable, and will not be tolerated.

## Daily Schedule (Approximate)

6:00 am to 8:00 am	Morning Care
8:00 am to 10:00 am	Morning Instruction
10:00 am to 10:15 am	Restroom Break
10:15 am to 10:45 am	Recess
10:50 am to 11:20 am	Lunch
11:30 am to 12:00 pm	Instruction Time
12:00 pm to 12:15 pm	Restroom Break
12:15 pm to 12:30 pm	Story Time
12:30 pm	Dismissal of half-day students
12:30 pm to 2:30 pm	Nap Time
2:30 pm to 3:00 pm	Restroom break and transition to Extended Care Room

## Dress Code

The primary purpose for our dress code is to provide a standard of modesty and neatness for our students. For our preschool children, we also believe clothes should be worn so that the child can play without having to worry about their clothing. With this in mind, we have established the following guidelines for student clothing.

### **Pants/Trousers:**

Pants and trousers should be loose-fitting and not tight or form-fitting. Leggings or stretch pants are not permitted, unless under skirts, dresses or shorts. Pants may be blue jeans or uniform style in any color. (Jeans may not have holes or rips, and should not have patches.) Students are permitted to wear shorts.

Shorts should also be loose-fitting and not tight, and the length of shorts should be within 2 inches of the knee.

**Shirts/Blouses:**

At the preschool level, students are not required to wear collared shirts. Shirts and blouses must have sleeves (long or short). They may wear t-shirts, collared shirts or blouses of any color, but we do ask that there be no negative slogans or super heroes on the clothing. Students may not wear tank tops or spaghetti straps, and no bare-midribs.

**Skirts/Dresses:**

Girls are permitted to wear skirts and dresses. Skirts and dresses should be knee length. We ask that girls wear shorts underneath dresses for playing on the playground.

**Footwear:**

We ask that all students wear close-toed shoes that are secured at the heel for safety and health reasons.

## Emergency Plan

In the event of a fire, tornado, earthquake or other emergency, the school's emergency procedures will be followed. These procedures are posted and each room has an emergency manual. Practice drills are conducted monthly during the year.

## Field Trips

You will be notified when your child's class is taking a field trip and asked to sign a permission slip. Children attending part time are welcome to attend; however, if the field trip falls on a day when they are not normally here, the child's parent or another adult must accompany them. Field trips are only for students and the parent sponsors; additional siblings and/or family members must make their own travel and ticket arrangements. We ask and expect the parents and sponsors to dress according to school dress guidelines when attending a field trip or event.

## Health

We must have a current immunization record and physical form for your child.

**Illness**

Your child's physical well-being is of great importance to us. Our goal is to create a healthy environment. In order to do so, we must have the following "sick-child" policy, which is taken from the Health Requirements of the Missouri Department of Health:

1. A child is required to go home if he/she has a temperature of 100 degrees or more. The child must be fever-free for 24 hours without fever reducers before returning to school.
2. A child is required to go home if he/she has one bout of diarrhea or vomiting. Child must be free of diarrhea or vomiting for 24 hours before returning to school.
3. Pediculus (head lice): must be nit-free before returning to school (a check by the school is required).
4. You will be called and asked to pick up your child if he/she:
  - a) Develops a rash
  - b) Is crying for an unusual amount of time
  - c) Develops any other symptoms of concern

### **Medication Guidelines**

1. All medication must be brought to the school by a parent or guardian.
2. All **prescription medication** should be in the original container labeled with the child's name, instructions and the physician's name. All **non-prescription medication** should be in the original container labeled with the child's name, and a note from the parent indicating a dose and time frame for the medicine.
3. The directions on the medication bottle must be in agreement with the parent's directions; otherwise medication will **not** be given.

## **Holidays**

We maintain a Christian perspective in the celebration of various holidays. We focus on Christ's birth as the message of Christmas, God's love as we celebrate Valentine's Day, and Christ's resurrection as we discuss Easter. We do not celebrate Halloween.

## **Meal Information**

Breakfast is not furnished, but may be sent with the child and eaten before 8:00.

A nutritional lunch and a daily snack are included in the monthly fee. A lunch menu will be sent home at the beginning of each month. Lunches may be sent if you prefer.

Please call before 9:00 if your child will be arriving after 9:00, so we can add them to the lunch count.

## **Potty Training**

All children must be fully potty trained. Pull-ups and training pants may not be worn at school. Children should wear clothing that they can unbuckle, zip, or button in order to go to the restroom by themselves.



# Safety Guidelines

## **Outdoor Play:**

Children should come to school prepared to go outside for recess. We will not go outside if the temperature is below 30 degrees. We will accept a doctor's note for children who may not be able to handle the cold for health reasons. Generally speaking, if a child is too sick to go outside for recess, then they should not be in school.

## **Injuries:**

If your child would be injured while at school, an accident report will be filled out. If the accident is of a serious nature, you will be notified immediately. The report will be copied and signed by the principal, teacher, and parent.

## **Toys:**

Toys do not need to be brought to school. On occasion, the teacher may ask that specific toys be brought for show-n-tell. In this case, please have toys labeled with your child's name. Please do not bring any violent toys, such as play guns, knives, swords, or objectionable characters. We are not held responsible for lost items.

# Signing In/Out Policy

Your child's day will begin with you signing him/her in. This is very important! It helps us know how to staff the classrooms. Also, in emergency situations, it lets us know who is in the room.

Depending on how early your child arrives, he/she may go to the extended care room first. Please go to the child's room to deliver any personal belongings; then take him/her to the room where his classmates are and sign him/her in. By 8:15 a.m., all rooms have teachers and the day in the classroom has begun.

Should someone other than the parent or the persons listed on the application wish to pick up your child, it must be arranged with the teacher or the office in advance. If the teacher does not know the identity of the person picking up your child, she will ask for identification, so be sure that they come with a photo ID. People picking up your child must be over 18 years old.

# Snow Days

You will receive a phone call from the school on days that we are closed due to the weather. Closings will also be posted on the following:

KSDK (Channel 5)

KMOV (Channel 4)

# Withdrawal Procedures

A two-week written withdrawal notice is required, or two weeks' tuition will be charged if the child is no longer attending.

## Weekly Teaching Goals

### Pre K 3

The children will be exposed to the names, sounds and pictures of all the letters of the alphabet. They will work on counting to 30 and recognizing the numbers one through twenty.

Week 1	Colors; My School
Week 2	Basic shapes; God Made Me
Weeks 3 – 4	Letters: Aa,Bb (name, sound formation) Numbers: Counting 1 – 5, recognition/concept of 1 and 2
Weeks 5 – 8	Letters: Cc,Dd (name, sound, formation) Numbers: Counting 1 – 10, recognition/concept of 2 & 3
Weeks 9 – 12	Letters: Ee, Ff, Gg (name, sound, formation) Numbers: Counting 1 – 10; recognition/concept of 4 and 5
Weeks 13 – 16	Letters: Hh, Ii, Jj (name, sound, formation) Numbers: Counting 1 – 15; recognition/concept of 6 and 7
Weeks 17 – 20	Letters: Kk, Ll (name, sound, formation) Numbers: Counting 1 – 15; recognition/concept of 8 and 9
Weeks 21 – 24	Letters: Mm, Nn, Oo (name, sound, formation) Numbers: Counting 1 – 20; recognition/concept of 10 and 11
Weeks 25 – 28	Letters: Pp, Qq, Rr (name, sound, formation) Numbers: Counting 1 – 25; recognition/concept of 12 and 13
Weeks 29 – 32	Letters: Ss, Tt (name, sound, formation) Numbers: Counting 1 – 30; recognition/concept of 14 and 15
Weeks 33 – 36 formation)	Letters: Uu, Vv, Ww, Xx, Yy, Zz (name, sound, Numbers: Counting 1 – 30; recognition/concept of 1 – 15
Weeks 37 – 40	Letters: A – Z (review name, sound, formation) Numbers: Counting 1 – 30, recognition/concept of 1-15

# Weekly Teaching Goals

## Jr. Kindergarten (PreK 4)

### First Six Weeks:

<b>Phonics</b>	Name, sound and picture for Ii, Uu, Ee, Aa, Oo, Tt
<b>Writing</b>	Letters learned in phonics (upper & lower case) Recognizing and understanding concept of 1-6
<b>Numbers</b>	Counting 1 – 10, Writing #1

### Second Six Weeks:

<b>Phonics</b>	Name, sound, and picture for Li, Bb, Nn, Mm, Hh, Ss, Cc, Dd, Gg Blending a consonant with a vowel Sounding blends and one-vowel words
<b>Writing</b>	Letters learned in phonics (upper & lower case)
<b>Numbers</b>	Counting 1 – 20 Recognizing and understanding concept of 7 – 9, 0, Writing 2 - 7

### Third Six Weeks:

<b>Phonics</b>	Name, sound and picture for Rr, Ff, Jj, Kk, Vv, Ww, Yy, Pp Sounding blends and one-vowel Reading circles begin
<b>Writing</b>	Letters, blends, and words
<b>Numbers</b>	Counting 1 – 40 Recognizing and understanding concept of 10 – 12, Writing 8 – 10

### Fourth Six Weeks:

<b>Phonics</b>	Name, sound and picture for Zz Sounding blends and one-vowel words, One-vowel rule Marking short vowels, Reading sentences on chalkboard
<b>Writing</b>	Letters, blends and words First name
<b>Numbers</b>	Counting 1 – 60 Recognizing and understanding concept of 13 – 17 Number family concept, Concept of larger and smaller, Writing 11 - 14

### Fifth Six Weeks:

<b>Phonics</b>	Two-vowel rule Marking long, silent and short vowels Building speed in reading, Reading stories on chalkboard
<b>Numbers</b>	Counting 1 – 90 Recognizing and understanding concept of 18 – 20, Writing 15

### Sixth Six Weeks:

<b>Phonics</b>	Increasing smoothness and speed in reading
<b>Writing</b>	Letters, blends and words
<b>Numbers</b>	Counting 1 – 100 Before and after numbers, Concept of more and less Combinations 1 + 1 through 9 + 1, Writing 16 – 20