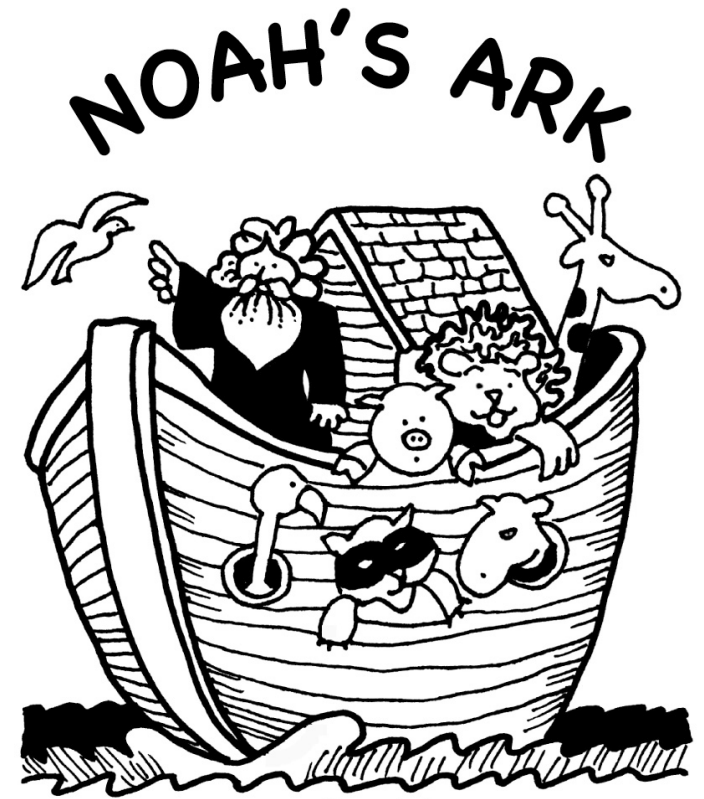


Updated 6/2015



# Christian Pre-Kindergarten

Parent Handbook  
616.698.8660  
[www.duttonchristianschool.org](http://www.duttonchristianschool.org)

1. Teacher will isolate the child and provide comfort.
2. We will attempt to contact the parent or guardian to pick up child ASAP.
3. In the case of highly contagious illness, proper health authorities and other parents will be notified.
4. Area will be sanitized.
5. Kent County Health Department can be reached at 616-632-7100, 700 Fuller NE, Grand Rapids, MI 49505.
6. 2-1-1 is a free, easy confidential number which links people with human services they need.

### **NATURAL AND MAN-MADE DISASTERS**

In case of a natural or man-made disaster that requires evacuation from the building, the general procedures for fire evacuation will be followed. Once the building is evacuated and children have been relocated DCS policy will be followed.

In case of a natural or man-made disaster that prevents children and staff from leaving the building; Parents will be notified immediately and staff will shelter with children at the school until emergency personnel determine conditions are safe. Parents will be notified again when it is safe to pick up their children.

### **DISCIPLINE**

When our school session begins, your child will be involved in a discussion as to what kind of behavior is expected. Should a time arise that the teacher must discipline your child, it will be done in the following manner: he/she will be taken apart from the group (Bob, Jennifer, may I speak to you?) and spoken to! If a child persists, he/she will be given a *time out*, a time to sit quietly and gain control of his/herself. At no time will any physical punishment be given.

If the child is unable to work within the structure of Noah's Ark Christian Pre-kindergarten, Noah's Ark reserves the right to remove the child from the program.

## SCHOOL/HOME COMMUNICATION

Communication is an important link between home and school. We encourage you to keep the lines of communication open. No problem is too big or small, so feel free to call with concerns. Each month the teacher will also send home a calendar listing the snack helpers, the field trips and an outline of the month's activities.

Almost every week the teacher will send home a newsletter detailing the next week's activities. Please read them!

All children will need a spacious tote bag to take home daily activities and notes. Please make sure it is labeled and brought to school **each** day.

Parent/Teacher conferences are held for all students in the spring. A conference opportunity will be available in the fall.

## SHOW AND SHARE

*Show and Share* time will be scheduled on the monthly calendar. Students are asked to bring items relating to the unit subject. Please refrain from sending in guns, action figures or any items with a violent nature. This time can help learning, sharing and verbal communication.

## MEDICATION

Medications will not be given to pre-kindergartners!

## HEALTH CARE PLAN

In the case of serious accident or injury, the following procedures will occur:

1. The teacher will calm the child and administer appropriate care, (first aide/CPR while the aide calls 911).
2. We will attempt to contact the parent or guardian immediately.
3. A school accident report will be filed.

In case of serious illness the following procedures will occur:



Noah's Ark Christian Pre-Kindergarten is more than the name of a preschool class within Dutton Christian School. Its story carries our purpose, the meaning behind what we teach and why.

It's about a covenant - a promise to Noah and his children - our children. We at Noah's Ark believe His children are part of that promise and they are full of promise to be what God wants them to be.

It has to do with His animals, large and small creatures of every kind of which we stand amazed at the marvelous way He made them.

It has to do with a loving trusting relationship between God and His people . . . a relationship of which we want the children to feel a part.

## GOALS OF NOAH'S ARK

The years before school are important ones for your child! Therefore, the pre-kindergarten program will provide many experiences to aid the growth and development of him/her to become a creative decision-maker, constructive problem solver, cooperative playmate, and appreciative of God's creation - exploring and investigating His world. Christ will be the center of our program, His world our playground.

### OBJECTIVES:

1. To develop a sense of wonder, excitement, and appreciation for God's creation.
2. To encourage the growth of a positive self-concept, problem solving strategies and mutual respect by allowing children to explore, choose, and express themselves.
3. To encourage each child to develop their own creativity and uniqueness by giving them the freedom to try new ideas.
4. To encourage artistic exploration through various media and open-ended activities.
5. To encourage the development of small and large muscle skills, visual and auditory discrimination and cognitive development.
6. Develop an assurance of God's love for the child and encourage a loving response to God and others.
7. Establish a sense of social responsibility by encouraging cooperation and sensitivity to others.
8. To encourage good listening and work habits.
9. Above all, to build an atmosphere of Christian love and acceptance which will enable all other goals to be fulfilled.

## ILLNESS/ABSENCE

Please keep your child home if he or she has a fever or contagious disease. If in doubt, it is best to keep them home. In the event that your child is ill or unable to attend school please notify the school office at 616-698-8660 x 4.

## ARRIVALS AND DEPARTURES

Parents are expected to bring their children to the pre-kindergarten room before class and pick them up in areas designated for their class. Classroom doors will be opened five minutes prior to class time. We realize there are emergencies - we are parents too - but please make every effort to be prompt at drop-off and pick-up. Our program will benefit.

Any person other than the parent picking up a child must be listed on the child information card.

## CLOTHING

Washable play clothes are best for school activities. We believe in *hands on* activities. Please label all outdoor clothing such as boots, hats, mittens, and coats.

Because of all the painting, your child will wear a paint shirt for these activities.

## TUITION FEES

Unless tuition is paid in full prior to August 1, tuition statements will be issued per semester; 50% of the tuition must be paid by August 1, and the other half must be paid by January 1. A non-refundable \$50.00 deposit is due when enrolling. Criteria for withdrawal from Noah's Ark Christian Pre-Kindergarten follows the guidelines set by Dutton Christian School, as explained on your enrollment form.

REFUND POLICY: Once a child has begun a semester you are responsible for full payment of that semester's tuition. No refunds for withdrawal.

## DAILY SCHEDULE

Our daily schedule is very flexible but usually includes the following:

Welcome and Informal Play	5-15 minutes
Circle Time (prayer, calendar, special person, show and tell)	15-30 minutes
Bathroom Break	as needed
Devotions, Bible Story, Singing	15-20 minutes
Theme Talk and Art	15-20 minutes
Choice Time (play)	30-45 minutes
Snack Time	5-10 minutes
Outdoor Play (seasonally)	15-20 minutes
Closing Activities (book, review of day, prayer)	10-15 minutes

## ATTENDANCE

THREE YEAR OLD PROGRAM meets Tuesday and Thursday morning; first session meets from 8:15-10:15am and the second session meets from 10:30am-12:30pm.

FOUR YEAR OLD PROGRAM has a two day Tuesday/Thursday morning session and a three day Monday/Wednesday/Friday morning and afternoon sessions. The morning sessions meet from 9:00-11:30am and the afternoon session meets from 12:30-3:00pm. Dutton Christian School vacations and holidays will be observed.

Snow or ice days in which Dutton Christian School will be closed; Noah's Ark Pre-Kindergarten will also be closed.

In the event of a two hour delay check your e-mail or WOOD TV8 for information about school closing or time adjustments.

Keep your child home if you do not feel it is still safe to drive after a delayed start, and notify the office of your decision. If weather conditions develop during the AM, you will be notified by 12:00pm if the PM class is canceled.

## CURRICULUM

Noah's Ark Christian Pre-Kindergarten will indeed have a Christ-centered curriculum. Each week our unit of study will be carried out in many areas of growth including music, movement, listening, art, observation and experimentation, selected Bible stories or devotions, activities and games. Hands on units in the natural sciences help young children see the order, precision, and inter-dependence in God's wonderful world. Field trips also provide them with *real* first hand experiences.

The children will also have time for *free-play*. Play is a child's work. It is an activity for the mind and body and helps growth in all areas. Play helps a child feel successful in the world. In it a child learns to make choices and develop the responsibility with that choice.

A child, who plays hard, works hard - the values and habits of a lifetime are being established.

## ENROLLMENT INFORMATION

Enrollment begins in January. Children are enrolled on a yearly basis. A two-week notice of intention to withdraw is requested. These requests must be made to the Dutton Christian School office. No refunds will be made for illness or extended vacation.

Enrollment is open to all interested persons with the following requirements:

1. The child should be four years old by September 1 of that year for the four-year-old program.
2. The child should be three years old by September 1 and toilet trained by September 1 of that year for the three-year-old program.
3. Class list will be determined according to the following criteria.

Slots will be held for:

- a. Staff members' children
  - b. Students whose siblings attend Dutton Christian K-8
  - c. Students currently enrolled in our Early Childhood (Pre-K, E5's, Kindergarten) program
  - d. Date family enrolled in the Tuition Reduction Incentive Plan (TRIP) and active use of the account as a commitment to attend Dutton Christian K-8
  - e. When the number of remaining registrations exceeds positions available, a lottery system will be used to fill vacant positions
4. Per Michigan law, all Pre-K students are required to be fully immunized with the vaccines required for school entry or have a valid certified waiver by the first day of school. If a student is incomplete for the required immunizations on the first day of school, the student cannot be in school until they have received the required immunizations or turn in a valid certified waiver from the local health department to the school office. Parents are required to complete, sign, and date a Health Appraisal form and attach a printout of the child's immunization history before school begins. A child information card must be filled out and filed at the school with the teacher.
5. A participating child must be healthy.

### **PARENT INVOLVEMENT/SNACKS**

A parent is scheduled to provide the nutritional snack, milk or juice, cups and napkins on their child's *special day*. Parents are encouraged to come on their child's special day to help set up the snack with them. A small calendar will be provided each month.

Remember this: A parent is always welcome at Noah's Ark! Stop by for as long as you like. Also, Noah's Ark loves field trips and you will have several opportunities to drive on field trips - be involved! You and your child will both benefit.

New Policy: Parents must provide transportation for their child(ren) to and from field trip locations when school busing is not provided.

### **BIRTHDAY CELEBRATIONS**

We love to celebrate birthdays at Noah's Ark! You may choose to celebrate your child's birthday or half birthday in one of these ways:

1. Provide a birthday treat or treat bag for each member of our class. *We'll hide our eyes* to receive a surprise!!
2. Purchase a *birthday book* to add to our Noah's Ark library. We will put your child's name inside and children will enjoy the book for years to come.
3. Bring your pet to visit.

Whatever you choose, please notify the teacher in advance.

### **STAFF**

Noah's Ark Christian Pre-Kindergarten is licensed by the Michigan Department of Consumer and Industry Services and maintains a qualified staff.

#### **Co-Directors & Teachers: (Monday-Friday)**

Soni Konyndyk Phone: 616-477-3279

Email: skonyndyk@duttonchristianschool.org

Julie Deppe Phone: 616-916-5405

Email: jdeppe@duttonchristianschool.org

Jennifer Ritsema Phone: 616-656-0556

Email: jritsema@duttonchristianschool.org

#### **Paraprofessionals:**

Sally Clark (M-F, Mrs. Konyndyk)

Nancy DeBoer (M/W/F, Mrs. Deppe)

Yolanda DeBruin (TU/TH, Mrs. Deppe)

Laura Spronk (TU/TH, Mrs. Ritsema)

#### **Administrator:**

Daniel J. Netz

School phone: 616-698-8660