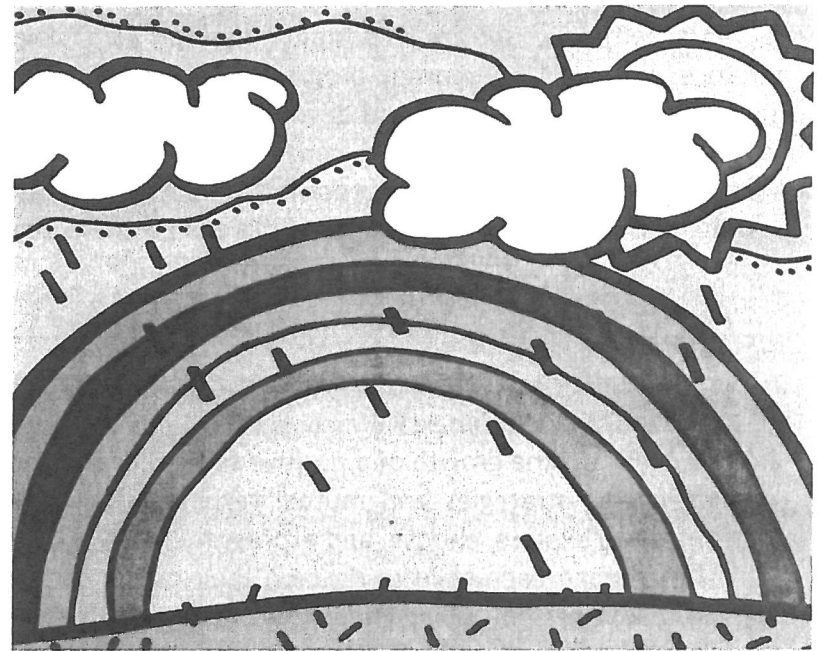


Christian Pre-Kindergarten

Parent Handbook
616-698-8660
www.duttonchristianschool.org



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.

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 interdependence 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

Traditional Fours and Threes Prekindergarten—All parents will provide a simple, nutritious snack for their child each day. We suggest a "snack in a baggie" or pre-wrapped snack that is placed in your child's outside backpack pocket for easy access. Some suggested snacks are the following: crackers and dry fruit, veggie straws, a fruit pouch, pretzels, granola bar, fresh fruit, popcorn, etc. Each day students will also provide their own water bottle filled with water. Please label the water bottle with your child's first and last name.

Nature-based Prekindergarten—Parents whose children attend the Nature-based Prekindergarten will provide a nutritious snack each day. This can include items such as fresh fruit, crackers and cheese, yogurt, granola bars, pouches, etc. Also provide your child with a labeled reusable water bottle.

At this time we are unable to take field trips. Parents will be involved by providing transportation and supervision on class field trips. We are hopeful that parents will have the opportunity to come into the classroom for Parent Days.

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 to take home. All treats ***must be individually wrapped or bagged.*** Thank you!
2. Purchase a *birthday book* to add to our Noah's Ark library. We will read the book on your child's special day!! We will put your child's name inside the book and preschoolers in our program will enjoy the book for years to come!

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@duttoncs.org
Kendra Arendsen	Phone: 616-295-8327 Email: karendsen@duttoncs.org
Kathleen Broekhuizen	Phone: 616-262-0863 Email: kbroekhuizen@duttoncs.org
Kate DenBraber	Phone: 616-706-2634 Email: kdenbraber@duttoncs.org
Lacey Hoezee	Email: lhoezee@duttoncs.org Phone 616-477-2010

Paraprofessionals:

Sally Clark (M-F Mrs. Konyndyk, TU/TH Mrs. Broekhuizen)
Laura Spronk (T/TH Mrs. Arendsen, M/W/F Mrs. Hoezee)
Kate Klynstra (TU/TH, W/F Mrs. Broekhuizen)
Carly Byron (M/TU/TH Mrs. DenBraber)

DAILY SCHEDULE

Traditional Prekindergarten:

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

Nature-based Prekindergarten:

Outdoor Play and Welcome	20-30 minutes
Outdoor Worship and Circle time	15-20 minutes
Outdoor Hike and Theme Talk	15-30 minutes
Bathroom Break and Snack	15-20 minutes
Indoor Project and Choice Time	15-30 minutes
Indoor Closing Circle	15-20 minutes

ATTENDANCE

THREE YEAR OLD PROGRAM meets Tuesday/Thursday from 8:15-10:15am and 10:30am-12:30pm and Wednesday/Friday from 8:15-10:15am.

FOUR YEAR OLD PROGRAM meets Tuesday/Thursday and Monday/Wednesday/Friday mornings from 9:00-11:30am. The Monday/Wednesday/Friday afternoon session meets from 12:30-3:00pm.

NATURE-BASED PROGRAM meets Monday/Tuesday/Thursday from 8:15-11:15am and 12:00-3:00pm.

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.

We will notify you within 30 minutes of the PM class start time if the class is canceled.

ILLNESS/ABSENCE

Parents must check your child's temperature each day before coming to school. Children with a fever (100.4) may not attend school. Children with signs of Covid-19 (cough, diarrhea), must remain at home. If your child will be unable to attend school, please notify the office at 616-698-8660 X4.

If a student becomes ill at school parents will be called immediately to pick the student up. The student will be separated from the group until parents arrive.

See the Covid-19 Preparedness Plan for questions pertaining to Covid-19. This plan is available on our website.

ARRIVALS AND DEPARTURES

New Virtual Check-In:

Parents will check their child in at drop off each day using the DCS Check-In App to ensure the school that they are healthy and fever free.

New Drop Off and Pick Up Policy

The procedures for drop-off and pick-up will look different this year. There will be designated parking areas and specific locations and times for your preschooler to be dropped off and picked up. Each teacher will explain the protocol for drop off and pick up for her students. You will receive specific information from your child's teacher at orientation.

CLOTHING

Parents must provide a labeled face covering for their child. Gaitors are preferred. When not wearing the face covering to school. Please store it in your child's backpack.

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.

Nature-based clothing: students will need an Oakiwear suit, rain boots, shoes they can change themselves and snow gear.

TUITION FEES

Unless tuition is paid in full prior to August 1, tuition invoices/reminders will be issued through FACTS; 50% of the tuition is due by August 1, and the other half is due by January 1. A non-refundable \$150.00 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.

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 your child will create a calendar that lists all of the exciting things he/she will be learning for the month.

Your child will need a spacious backpack, labeled clearly on the outside with his/her name to carry his/her snack and water bottle to school each day. We prefer the type with two outside, side pockets and a zipper top. Please send your child's backpack to school empty each day. You will receive a weekly newsletter via email and have the opportunity to conference with your child's teacher in the fall and in the spring.

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 aid/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:

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.

Updated 8/2020