



ALLENDALE CHRISTIAN SCHOOL

Academically Prepared Called to Service Spiritually Equipped

Preschool Handbook

A Christ-centered education is emphasized at our 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.

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.



We have the following goals for our preschool children

Become more aware of God in our world

Love God and each other

Achieve a positive self-image

Learn to accept and respond to others

Improve verbal, listening, and perceptual skills

Develop gross and fine motor skills

Class Sessions Each session has a minimum requirement of 10 students per class. 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 offered. 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.



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.

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. Completed and current hearing, vision and physical information must be turned in at the school office before July 15. Students need to be up-to-date on all their immunizations before they are allowed to attend preschool.

Tuition Policy

- ☺ 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.



Teacher The preschool teachers hired by the ACS Board of Directors hold a MI teaching certificate with an early childhood endorsement. The teachers are required to obtain a minimum of 12 hours of professional training each year as well as annual 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.



Plans for Staffing Each preschool class will be taught by a teacher and one aide.

A Day in the Life of a Preschooler at **ACS**



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—**Basketball hoop**--eye-hand coordination and throwing skills

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



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



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

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

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



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

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 bears:** Listening and speaking skills-- Learning to take responsibility for something that belongs to someone else

Summary of Activities 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. All of our curriculum centers around various themes. In the 4/5 year old class that meets three days a week, the curricular theme will be enriched and specific skills for kindergarten preparation will be practiced.

Open-ended activities, hands-on experiences, and concrete learning lessons will be used to promote individual development. Although the activities listed below will be found in each of the classrooms, the details will vary due to the different developmental levels of the children and will vary with the different topics covered in the respective classes.

Snacks Each child will bring their own healthy, nut-free snack and a labeled water bottle each day. ACS is a nut-free school.

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.

Absences If your child will be absent, parents are asked to email the teacher or call the school office before the beginning of the session. This is especially helpful on days when a field trip is scheduled.

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.

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.

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.

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:



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

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.

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 monthly with a bleach solution.

Handling Bodily Fluids

Disposable gloves will be used to for direct contact with and 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.

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.

Severe Weather

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

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.

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.

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.

Crisis Management Drills

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.

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.

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.

School Crisis Plan

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

Community Resources

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

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

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

InterCare Clinic – 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.mjottawa.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

99 W 26th 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. 26th 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

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

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