

Allendale Christian School

Preschool Handbook

A Christ-centered education is emphasized at 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.

The ACS Preschool aims to fulfill the

Mission of Allendale Christian School which is to:

Provide an excellent education that will prepare students for service in God's Kingdom

The Purpose of our preschool is to provide a stimulating and enriching experience for children in preparation for kindergarten or Young Fives. 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 12 students per class. There is an absolute maximum of 18 children allowed in each 4 year old class and a maximum of 15 children allowed in the 3 year old class. 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.



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. Allendale Christian School accepts enrollment for children from all Christian families and any Christian denomination. Our school does not discriminate according to race, sex, or national origin. In enrolling their children in our preschool, parents will support the mission and beliefs of Allendale Christian School through their prayers, time and financial resources and cooperation.

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 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 current hearing, vision and physical information must be turned in at the school office before the beginning of school.



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 teacher hired by the ACS Board of Directors holds a current MI teaching certificate with an early childhood endorsement. The teacher is required to obtain a minimum of 12 hours of professional training each year as well as annual certification in CPR, first-aid and blood born pathogen training. The teacher has 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 teacher selected for the preschool teaching position.

Plans For Staffing Each preschool class will be taught by our teacher and an aide.



Daily Schedule Each day students will participate in many different activities to further their development. The following is a brief description of our daily schedule:

- Choice Time—children choose what they would like to work with
- Calendar/Bible—Bible stories and songs are shared
- Snack
- Book Time—informal time where children choose books they want to look at
- Carpet Time—theme learning and story time
- Art Activity—following steps to make a craft or more creative exploration with different materials
- Large Motor—using our large muscles
- Circle Time—letter and number exploration
- Closing—show and tell time and reporting on our class bear's activities



Activities The activities for 3 year olds will help acquaint them with the preschool setting whereas the activities for 4 year olds will more specifically prepare them for kindergarten. The 3 and 4 year old classes have theme based curriculum. In the 4 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.

Bible stories
Recognize letters and colors
Counting to 30
Creative play
Show and tell
Recognizes colors and shapes
Comparing likenesses and differences
Field trips
Sand play

Science experiments
Table and group games
Singing
Health and safety units
Small and large muscle activities
Fingerplays, puppet play, and story acting
Changing of the seasons
Computers & Art Projects
Children's books



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 and others. 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. 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.



Snacks Allendale Christian Preschool is licensed by the State of Michigan and therefore must follow certain guidelines in administering our program. You will be asked to provide the snack for the class according to a monthly menu planned by the preschool teacher. The following information is intended to help you as you make healthy snack choices for the program. Occasionally there may be a specific recipe listed or the children may be making their own snack in class. If that is the case, the teacher will notify you.

- When selecting crackers, look for crackers that have whole wheat listed as the first or second ingredient on the ingredient list. Some suggested kinds of crackers are: Triscuits, Pepperidge Farm Whole Grain Fish Crackers, or WheatThins. Store brands are acceptable.
- When cereal is on the menu, look for whole wheat or whole grains listed first on the ingredients list. Please avoid cereals with high sugar content. Suggested cereals are: Honey Bunches of Oats, Raisin Bran Crunch, Cheerios, or Life. Again, store brands are acceptable.
- If water is on the menu, it is not necessary to bring bottled water. Tap water from school is acceptable.
- Juice must be full strength (100% juice). You may choose from many varieties (grape, cranberry, apple, orange) and combinations. There are many brands to choose from including store brands.
- A snack schedule will be sent home at the beginning of the month and will also be posted on the bulletin board that is directly across from the preschool lockers.



Procedures It is possible for Allendale Christian School to be closed or delayed during any day because of bad weather. If there is a 2 hour delay, AM Preschool will be cancelled. If the school is closed, Preschool 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 classroom. 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.

Fire 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.

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

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. Children will only be released to those 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.

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 the ACS 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 must be given the help they need to wash their hands properly:

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



Illness and Communicable Diseases Medical and emergency information forms must be on file before a child can enter preschool. All immunizations must be up-to-date.

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	impetigo
excessive nasal discharge	diarrhea	strep throat
conjunctivitis (pink eye)	lice	
ringworm	chicken pox	

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, will take the child home.

Cleaning and Sanitizing Equipment and Toys Tables are cleaned before and after each snack time with a cleaner, 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 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.

Miscellaneous 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.

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

Allendale Christian School is licensed by the State of MI Department of Human Resources. A licensing notebook is available for parent inspection.

Resources

Heath Resources in Ottawa County Call **211** 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.loveinctricities.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.miottawa.org/health 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. MILES of SMILES (MOS)

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** - www.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) - 12185 James (616)394-7200. For questions or changes, contact Marcia Knol @ 616.494.5598

FOOD ASSISTANCE RESOURCES IN OTTAWA COUNTY

Call **211** anytime for information on local and upcoming mobile food pantries other resources. Revised 12/2010.

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

