



CHRISTIAN

Lansing Christian Elementary School

3405 Belle Chase, Lansing, MI 48911
517.272.9140



Dear Parents,

Welcome to Preschool! We are excited about sharing our year with your child and you. Our school is dedicated to providing a warm, loving, Christian atmosphere where children can develop positive self-images and attitudes toward school. This handbook is designed to give you information regarding our school and to answer questions you may have about it.

We are glad that you are a part of Lansing Christian's Preschool and look forward to working with you and your child during one of the most important years of your child's education.

Sincerely,

Barb Floria, Principal
Lansing Christian Elementary School

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PHILOSOPHY

Preschoolers are ready to learn about God, His world and His place in their lives. It is our responsibility to present Jesus Christ, God's living revelation, in a loving, positive way so that each child will learn to love Him and be prepared to accept Him as Savior and Lord. It is also our responsibility to teach and to nurture the student in such a way as to make Christ central in the educational process and in their personal development. Part of this nurturing and teaching involves helping the students understand their worth as a child of God. It also involves encouraging growth in social relationships, academic readiness and creative potential.

GOALS

- To help children recognize that they are special, unique, and loved by God
- To guide in the development of positive attitudes toward school
- To nurture children and provide an environment which is conducive to social, emotional, spiritual, intellectual, and physical development
- To help children relate to peers
- To guide children to become self-directed and self-disciplined
- To promote creativity through play, art, and thinking activities

CURRICULUM OVERVIEW

- Play activities to develop social skills and allow interaction with other children
- Stories, plays and music that help develop attention span
- Art activities which help to develop creativity
- Bible stories, puppet stories, and verses to promote personal spiritual growth
- Self-concept development through involvement in circle activities, and personal expression during discussion
- Experiences that ordinarily are not available at home through field trips and in class activities
- Large motor skill development by running and jumping activities
- Balance activities using balls, balance beam, and beanbags
- Development of small motor skills by cutting, pasting, painting, drawing, coloring, and use of media table
- Math readiness by counting, sequencing, one-to-one matching, and patterning



- Reading readiness through memorization of poems and finger plays, book appreciation, left to right activities, likenesses and differences, and rhyming
- Personal hygiene and general good health

GENERAL INFORMATION

AGE REQUIREMENTS: Children must be age three by October 1 to be eligible for 2-day preschool and age four by October 1 to be eligible for 3 days of preschool. (It is required that your three year old be toilet-trained.)

HEALTH REQUIREMENTS: We are required by law to have your child's physical form on file by the first day of school. You have received a health form (green sheet) which must be filled out, signed by your physician, and returned to school by the first day of school. It is extremely important that we have your child's immunization record on file. (This can be used again next year for kindergarten.) Please don't delay having this form completed by your child's doctor or the health department. We must have this sheet in our files before your child will be allowed to participate in classes. You will also receive an emergency information card which must be filled out and returned for our files. Since it is extremely important that these sheets are kept current, please notify us of any changes.

ILLNESS: Children are together for several hours a day in rather close proximity to one another, and that means they are exposed to a host of disease-causing organisms. In the school setting it is easy for illness to spread rapidly through a class. Therefore, it is very important that we work together to reduce the chances that our children will become ill.

The following is a list of signs and symptoms that would indicate your child is probably ill and should be kept at home:

1. **Fever.** Since the normal body temperature is 98.6° orally, any temperature higher than this reading is an indicator that you may have an infection. A fever may be at its lowest first thing in the morning and rise throughout the day, so be sure that your child is completely well before sending him/her back to school.
2. **Rash.** Keep your child at home unless the rash has been positively identified as an allergic rash (such as poison ivy). A rash may be a sign of any number of highly contagious diseases.
3. **Vomiting.** Well children do not vomit. After a bout of vomiting, your child should remain home until they can keep down clear liquids and a light meal. **Children are not to return to school for a minimum of 24hrs. after their last vomiting episode.**
4. **Runny nose.** A nose that runs clear liquid may simply be allergies. A child's nose that runs colored drainage should be considered a sign of infection; the child should be kept home until it clears.



5. **Cough.** A persistent cough, particularly deep, should be considered contagious and the child should be kept home.
6. **Sore Throat.** If a sore throat is accompanied by a fever, cough, runny nose, or persists for more than a day or two, your child should be kept home.
7. **Reddened eyes.** A child with thick drainage from the eyes, particularly if the white of the eye is reddened, should be kept home until medical treatment has begun. *(Wendy Sellers, R.N.)*

PRE-SCHOOL DAILY SCHEDULE:

8:00 - 8:10 12-12:10	Arrival
8:10 - 8:30 12:10 - 12:30	Free Centers
8:30 - 8:45 12:30 - 12:45	Circle Time I (Attendance, Calendar, Daily Helper, introduce the theme and activities for the day)
8:45 - 9:30 12:45 - 1:30	Free Centers/Art Project
9:30 - 9:45 1:30 - 1:45	Bible Time (lesson, verse, songs)
10:00 2:00	Snack
10:15 - 10:45 2:15 - 2:45	Outside Play/Gym
10:45 - 11:00 2:45 - 2:55	Wrap Up Time - review the day
11:00 3:00	Dismissal



ABSENCES: If your child is sick or will miss school, please call the office and let us know. We are required to submit a report to the Health Department each week, so we will need to know the nature of the illness.

ACCIDENT PROCEDURE: In case of a serious accident, the parent will be contacted immediately. Proper medical attention will be administered until the parent arrives to assess the situation. The emergency card will be our source for contacting parents or another designated adult in case of serious accident.

BIRTHDAYS: Birthdays are special! We love them! For your child's birthday at school, you may send in a special snack. However, please choose something other than birthday cake or cupcakes due to the extended amount of time it often takes to clean up afterwards! Thanks for your cooperation.

FIELD TRIPS: Our field trips are developmentally appropriate for 3, 4, and 5 year olds. We ask that siblings not attend so that parents will be highly involved in the supervision of their preschool child. We ask that parents accompany students on field trips during the year. Authorized school transportation will be used and a small fee will be collected to cover the cost.

INFORMATION BOARD: Please read our Preschool Parent Information Board regularly. All notices of upcoming field trips, reminders, and our monthly calendar will be posted there.

LIBRARY: Children will be checking out books from our library. Returning them at the assigned time will be the parents' responsibility.

PHYSICAL EDUCATION: Second semester, each session will use the gym once a week to develop large muscle coordination. Children should wear rubber-soled shoes on gym day.

COMPUTER CLASS: Second semester, the four and five year olds will go to the elementary computer lab for (1) 20 minute session per week. They will play early learning games to aid in kindergarten readiness.

SCHOOL CLOSING: In the event that our school is closed due to snow, icy conditions, etc., we will notify the following radio and TV stations.

WFMK-FM 99.1	WKAR-FM 90.7	WILS-AM 1320	WILX-TV Ch 10
WILS-FM 101.7	WUFN-FM 96.7	WJIM-AM 1240	WLAJ-TV Ch 53
WITL-FM 100.7	WUGN-FM 99.7	WLGH-FM 88.1	WJIM-FM 97.5

They will be notified by 6:00 a.m. if possible. We generally close when Holt School District closes. **If school is delayed due to weather, the morning preschool class will not be held.**

SENDING MONEY: When sending money for any reason, please send it in an envelope with the child's name and amount enclosed clearly printed on the outside.



SHOW AND TELL DAYS: Please send only one item for your child to show. They may bring in a favorite toy, souvenir, nature item, book or picture to tell about. Please do not send in toy guns, knives, swords, gum or candy. Lansing Christian has a “no weapons” policy that pertains to toy weapons as well as real ones.

SNACKS: We ask that each family furnish snacks approximately once a month. We encourage nutritious snacks rather than sweets. (See Candy Policy/Snack Suggestions.) For simplicity sake, beverages are not necessary to send with your child. If your child has a milk or food allergy, please let us know.

SCHOOL CLOSING

In the event that our school is closed due to snow, icy conditions, etc., the following stations will be notified before 6:00 AM. We generally close when the Holt School District closes. The following radio and TV stations will be notified:

Radio

1110AM	88.1 FM	104.7 FM	99 FM
1240 AM	97.5 FM	100.7 FM	99.7 FM
96.7FM	101.7 FM	90 FM	

Television

WLNS-TV 6	FOX-47	WILX-TV 10	WLAJ-TV 53
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TORNADO/FIRE DRILLS: Periodic fire and tornado drills will be held to familiarize the students with proper procedures during these times of emergency. The preschool teacher has copies of fire and tornado routes and practices them with the children. They are posted by the door.

TWO HOUR DELAYS: In the event of a two hour delay, the morning section will be cancelled but the afternoon section will not be unless specifically stated or announced.

VISITS: You are welcome to visit anytime. In addition, we encourage you to volunteer in the room for parties or accompany us on field trips. Please give the teacher at least a 24-hour notice to adequately plan for your visit.

LATE PICK UP POLICY

Beginning at 11:10 AM (for the morning section) and 3:05 PM for the afternoon section, parents will be assessed a late fee of \$1 per minute. Please contact the classroom teaching if you will be running late to pick up your child.



CANDY POLICY

1. With the exception of established parties, such as the Christmas party, candy will not be served in the classroom or made available by students or teachers.
2. Candy will not be used as a motivator or reward.
3. Students will not be permitted to have or eat candy at any time, with the exception mentioned above.
4. Parents are asked not to send candy or gum for birthdays.

WITHDRAWING FROM PRESCHOOL

1. The school reserves the right to request withdrawal at any time during the year as deemed necessary by the teacher and principal.
2. If the child will not be completing the school year for any reason, 30 days written notice is required.
3. Your child must be withdrawn from the program if any payment becomes 30 days in arrears.

DISCIPLINE POLICY

We believe discipline is part of the teacher's "discipling" ministry with the student. We view each child as special and unique whose developing self-image is entrusted to us for building and nurturing. Therefore, we use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. We discipline with a loving spirit and guide our children towards acceptable behavior through instruction and positive reinforcement.

When disciplining we will:

1. Redirect the child to an alternative activity if a conflict arises.
2. Discuss calmly with the child his/her inappropriate behavior and guide appropriate behavior in a positive manner.
3. Give suggestions or directions in a positive manner.
4. Give the child individual attention and spend extra time listening to him/her. If a problem behavior continues, the child will need to take a time out.
5. Contact the parents if we continue to see problems with the child's behavior.



PARENT/TEACHER COMMUNICATIONS

We are committed to your children and desire a truly rewarding learning experience for them while they are here. Thus, we believe open communication with parents is vital in achieving this. Therefore, if any special event in your family takes place (example: a new baby, a move, a death, etc.), please tell us.

Any concerns you have about your child are our concerns too. Please do not engage in an in-depth discussion about your concern at dismissal time because your child's teacher needs to focus on the children and it is better to discuss concerns at a time when the children will not hear. Please feel free to call the teacher or leave a message with the school secretary and we will get back with you.

There will be a monthly calendar to keep you informed of field trips, vacation days, Show and Tell, and monthly topics.

Parent/Teacher Conferences will be held throughout the year.

SNACK SUGGESTIONS

Here are some snack suggestions. Feel free to be creative.

- Fresh fruit
- Vegetables and dip (clean and cut)
- Popcorn (popped)
- Yogurt
- Cheese and crackers
- Raisins
- Muffins
- Fruit juice bars
- Teddy Grahams
- Cheez Its (2 boxes)
- Jell-O
- Pretzels
- Chex Mix
- Apple sauce
- Fish crackers
- Sandwiches

*If your snack requires silverware, please it in. Thanks!



Health Requirements

Health Requirements

The Health Department can exclude students from school if they do not have an immunization record with the following minimal doses:

Chicken Pox*	Vaccination
DTP, DT, or Td*	
Diphtheria, Tetanus, Pertussis	Minimum of 4 doses
Polio	Minimum of 3 doses
Measles/Rubella/Mumps**	Minimum of 2 doses (one dose after 15 months of age)

*All students will need to show evidence of a booster dose of diphtheria and tetanus vaccine if it has been ten years since the last dose was administered.

**A history of having measles and/or mumps/or chicken pox will be accepted only if confirmed by a physician and submitted in writing at the time of enrollment. A history of rubella will be accepted only if confirmed by laboratory evidence of rubella immunity and submitted in writing at the time of enrollment.

Note: Parents may request in writing a medical or religious exemption from immunization requirements (forms are available in the elementary office). The school's principal will then seek to obtain the consent of the director of the Health Department to recognize the exemption.

Health Services

Our students also receive special health services through the Health Department. These services include vision and hearing screening. Watch for announcements of screening days.

Medication

To assure your child's safety and to protect against errors, the Ingham County Health Department had advised us of the proper procedure for the dispensing of medications. Please read these carefully and take the necessary steps for the situation that may apply to your child.

1. No Aspirin/Tylenol will be supplied by the school. If you feel that your child
2. Emergency medications for allergic reactions will be kept by the classroom teacher and a "Medication Contract" must accompany the medication.
3. Daily medications such as Ritalin will be dispensed only in the office.



