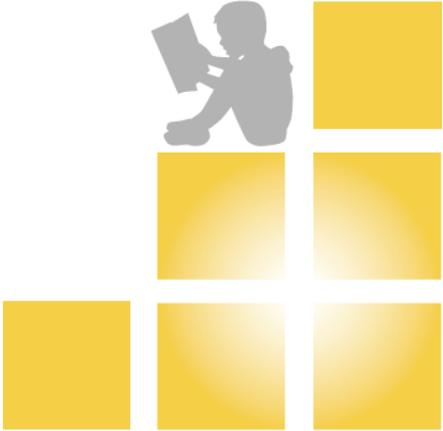


# LANSING CHRISTIAN SCHOOL



**LCS  
Early  
Learners**  
PRESCHOOL PROGRAM

Equipping young men and women to **engage** and **transform** the world for **Jesus Christ**.

Accredited by Christian Schools International and AdvancEd.

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[lansingchristianschool.org](http://lansingchristianschool.org)

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## Mission, Vision and Core Values

### Vision

Equipping young men and women to engage and transform the world for Jesus Christ

### Mission

Recognizing God as the source of all truth, wisdom and knowledge, Lansing Christian School partners with Christian parents to educate children to the full extent of their God-given abilities. We engage students in an academically challenging environment that fosters spiritual, intellectual, social and physical growth. We equip students to exalt God and follow Christ in all of life.

### Core Values

#### We Glorify God in All of Life

Knowing God, loving His Word, and living for Him are the foundation for everything we do at Lansing Christian School. We seek to live our faith in our relationships, our character, and our service.

#### We Honor God through Excellence

Striving for excellence is expected from all members of the Lansing Christian School community. We foster excellence in academic, co-curricular, and extracurricular programs.

#### We Live and Learn in Christian Community

Cultivating caring and respectful relationships is integral to every aspect of school life. We prepare students to flourish as they discover and develop their God-given gifts and abilities. We teach, model, and practice servant leadership.

#### We Partner with Christian Parents

Lansing Christian School exists to assist parents in building a strong Christian foundation for their children. We serve Christian families who desire a Christ-centered education for their children.

## Statement of Faith

1. We believe Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, the source, support, and end on all things and that He eternally exists in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father; and, in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers unto our Lord Jesus Christ.

### **Acting on these beliefs, we seek to:**

1. Encourage the spiritual growth of our students by:
  - Teaching the Bible as the Word of God and as a source of doctrine and guide for daily living.
  - Encouraging each student to come into a personal relationship with Jesus Christ, to honor Him as Lord and Savior and seek to know and do the will of God.
  - Encouraging the development of godly character and a Spirit-controlled life, described in the Scriptures.
2. Encourage the intellectual growth of our students by:
  - Assisting the students to recognize in every area of study the revelation of God in His creation and in the Holy Scriptures
  - Providing a broad and versatile curriculum which will seek to develop each child's potential and will seek to provide thorough preparation for each student to succeed in college or other post high school endeavors, and to live effectively in the changing world of the 21<sup>st</sup> century.

- Stimulating creative and critical thinking in all areas of study.
  - Promoting cultural development and esthetic appreciation in their lives.
3. Encourage the social growth of our students by:
- Encouraging an individual sense of personal worth as a special creation of God and a recipient of His love.
  - Fostering the establishment of wholesome relationships through an acceptance of one another in Christian love, learning to understand and respect the views of others, and developing an appreciation of various heritages and cultures.
  - Helping students recognize and assume responsibilities to their home, church, school, community, country, and world.
4. Encourage the physical growth of students by:
- Helping them to realize that their bodies are the temple of God.
  - Emphasizing that a purpose of physical fitness is to bring glory to God.
  - Promoting health, fitness, coordination, and skillful use of the body.

## School-Wide Learner Goals

At LCS, our goal is for students to:

### ***Demonstrate proficiency in foundational knowledge***

LCS students demonstrate proficiency with the established curriculum across subject areas, applying and connecting ideas to make sense of complex concepts and problems from multiple perspectives.

### ***Practice essential skills for learning***

LCS students pursue academic excellence through practicing:

- Critical thinking
- Problem solving
- Creativity (idea generation)
- Thinking for innovation (acting on the idea to add value)
- Persistence/resilience

### ***Pursue ongoing growth***

LCS students are curious and recognize the value of lifelong learning.

### ***Collaborate effectively***

LCS students work together toward shared goals both in and out of the classroom.

### ***Show empathy***

LCS students seek to deeply understand the experiences, perspectives, and needs of others.

### ***Recognize and communicate their role in God's story***

With the support of teachers and families, LCS students discover and develop their God-given gifts and abilities and grow in areas of improvement as they live and learn in Christian Community.

### ***Engage in creative service to meet the needs of the community***

LCS students live lives of service and look for needs they can meet in the classroom, the school, the community, and beyond.

## **Early Learners Preschool Program**

### **Early Learners Preschool Program Philosophy**

At Lansing Christian School, we offer 3-year-old and 4-year-old preschool programming in a safe, Christ-centered learning environment that respects the pace of childhood. The approach of the Early Learners Preschool Program supports the development of the whole child and is designed to help children meet developmental and academic milestones to prepare them for a successful kindergarten and elementary school experience.

We desire to present Jesus Christ, God's living revelation, in a loving, positive way encouraging each child to love Him and be prepared to accept Him as Savior and Lord. In our faith-based learning environment, students understand their worth as a child of God and are encouraged to grow in social relationships, academic readiness and creative potential.

### **PreK-3 Program**

The PreK-3 program runs twice a week on Tuesday and Thursday with a morning and all day option. This program introduces 3-year-old students to the joy and excitement of learning in the school setting as students explore, create, and discover through classroom activities and peer interactions. This class is for children who are potty-trained and will be 3-years-old by September 1.

### **PreK-4 Program**

The PreK-4 program has three different options to choose from. Each class encourages students to dig into learning by exploring letters, numbers, colors, shapes, and other developmentally appropriate kindergarten readiness skills.

- M-W-F morning class - 8:00-11:00am
- M-W-F full day class - 8:00am-3:00pm
- M-T-W-Th-F full day class - 8:00am-3:00pm

These classes are for children who are potty-trained and will be 4-years-old by September 1.

### **Early Learners Preschool Program Goals**

- Engage with caring teachers
- Build healthy social relationships
- Gain academic readiness skills
- Develop creative potential
- Learn about God's world and discover their unique role in God's story
- Discover the joy of learning with play-based learning experiences

### **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 such as field trips and in class activities
- Large motor skill development through 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

## Attendance

### General Information

Regular attendance is important to a child's success in school. It helps establish good work habits and responsibility.

All absences are to be verified by an email or call to the office by the parent or guardian prior to 9:00am on the day of the absence. This includes all absences due to medical and dental appointments. The school is required to submit a report to the Health Department each week, so the nature of the illness must be stated.

To report an absence, email [willemin@lansingchristianschool.org](mailto:willemin@lansingchristianschool.org) or call 517-882-5779.

### Illness

Children are together for several hours a day in close proximity to one another, which means they are exposed to a host of disease-causing organisms. In the school setting it is easy for an 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 must be kept at home:

1. **Fever** - Since the normal body temperature is 98.6° orally, any temperature higher than 99° is an indicator that your child may have an infection. A fever may be at its lowest first thing in the morning and rise throughout the day, be sure 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 24 hours 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.)*

## Daily Procedures for Preschool

The preschool and after school care programs are operational during scheduled school days. These programs will not be in session during days off due to inclement weather.

### Preschool-3 year old T-TH

#### **Arrival**

Parents may drop off students at the preschool door between 7:50-8:10am. Parents will be asked to complete a health screening for their child before they enter the school building. Your child will be met and escorted into the classroom by the preschool aide.

#### **Dismissal**

11:00 Dismissal

Parents may pick-up their child at the preschool doors.

3:00 Dismissal

Parents may pick-up their child at the preschool doors.

#### **Daily Schedule**

7:50-8:10	Arrival
7:50-8:30	Table Time/Free Choice
8:30-8:50	Circle Time (attendance, calendar, daily helper, instructional activities)
8:50-9:50	Center Time (writing, books, manipulatives, dramatic play)
9:50-10:15	Gross Motor Play (outside, gym, circle time)
10:15-10:30	Bible Time
10:30-10:50	Snack Time
10:50-11:15	Transition Time (story, clean-up, wash hands, pray)
11:00	Morning Class Dismissal
11:15-11:45	Lunch Time
11:45-12:00	Transition Time (clean up, prepare for rest time)
12:00-12:15	Story Time
12:15-1:30	Rest Time
1:30-2:15	Circle Time (STEM activities)
2:15-2:45	Table Time/Free Exploration
2:45-3:00	Clean-up/Prepare for Dismissal
3:00	Dismissal

## **Preschool-4 year old M-W-F Morning Session**

### **Arrival**

Parents may drop off students at the preschool door between 7:55-8:10am. Parents will be asked to complete a health screening for their child before they enter the school building. Your child will be met and escorted into the classroom by the preschool aide.

### **Dismissal**

Parents may pick-up their child at the preschool doors.

### **Daily Schedule**

7:50-8:10	Arrival
7:50-8:30	Free Centers
8:30-8:45	Circle Time (attendance, calendar, daily helper, instructional activities)
8:45-9:45	Centers (writing, books, blocks, manipulatives, dramatic play, science, math)
9:45-10:00	Clean-up
10:00-10:15	Snack
10:15-10:30	Bible
10:30-10:50	Outside Play/Gym/Circle Time
10:50-11:00	Wrap-up/ Get Ready for Dismissal
11:00	Dismissal

## **Preschool-4 year old M-W-F Full Day Session**

### **Arrival**

Parents may drop off students at the preschool door between 7:55-8:10am. Parents will be asked to complete a health screening for their child before they enter the school building. Your child will be met and escorted into the classroom by the preschool aide.

### **Dismissal**

Parents may pick-up their child at the preschool doors.

### **Daily Schedule**

7:50-8:10	Arrival
7:50-8:30	Free Choice Centers
8:30-8:45	Circle Time (attendance, calendar, daily helper, instructional activities)
8:45-9:45	Center Time (writing, books, manipulatives, dramatic play)
9:45-10:00	Clean-up
10:00-10:15	Snack Time
10:15-10:30	Bible Time
10:30-10:50	Gross Motor Play (outside, gym, circle time)
10:50-11:15	Circle Time (prayer, story, devotions)
11:15-11:45	Lunch Time
11:45-12:00	Transition Time (clean up, prepare for rest time)
12:00-12:15	Story Time
12:15-1:30	Rest Time
1:30-2:15	Circle Time (STEM activities)
2:15-2:45	Table Time/Free Exploration
2:45-3:00	Clean-up/Prepare for Dismissal
3:00	Dismissal

## Preschool-4 year old M-T-W-Th-F Full Day Session

### **Arrival**

Parents may drop off students at the preschool door between 7:55-8:10am. Parents will be asked to complete a health screening for their child before they enter the school building. Your child will be met and escorted into the classroom by the preschool aide.

### **Dismissal**

Parents may pick-up their child at the preschool doors.

### **Daily Schedule**

7:50-8:10	Arrival
7:50-8:30	Free Choice Centers
8:30-8:45	Circle Time (attendance, calendar, daily helper, instructional activities)
8:45-9:45	Center Time (writing, books, manipulatives, dramatic play)
9:45-10:00	Clean-up
10:00-10:15	Snack Time
10:15-10:30	Bible Time
10:30-10:50	Gross Motor Play (outside, gym, circle time)
10:50-11:15	Circle Time (prayer, story, devotions)
11:15-11:45	Lunch Time
11:45-12:00	Transition Time (clean up, prepare for rest time)
12:00-12:15	Story Time
12:15-1:30	Rest Time
1:30-2:15	Circle Time (STEM activities)
2:15-2:45	Table Time/Free Exploration
2:45-3:00	Clean-up/Prepare for Dismissal
3:00	Dismissal

### **Late Pick-Up Policy**

A preschool child picked up 10 minutes or more after the end of the class session is considered a late pick-up.

- First occurrence – verbal reminder to parents and designated drivers
- Third occurrence –written reminder to parents and designated drivers

After a written reminder, a \$10.00 fee will be collected each time a child is picked up late. This is to cover the cost of paying an aide/teacher to remain with the child.

### **After School Care Late Pick-Up Policy**

Childcare ends at 5:30pm. Any student remaining in childcare after 5:30pm will be charged \$1.00 per minute.

### **Snacks**

Each student brings their own snack each day. We encourage nutritious snacks rather than sweets. We ask that all families provide a water bottle for their child. This policy is subject to change based on possible food allergies within the classroom.

#### **Snack Suggestions**

- Fresh Fruit (clean and cut)
- Vegetables (clean and cut)
- Popcorn (popped)
- Yogurt
- Cheese and crackers
- Cheese sticks
- Fruit juice bars
- Teddy Grahams (2 boxes)
- Cheez Its (2 boxes)
- Pretzels
- Apple sauce

### **Lunch Policy**

Parents are responsible for bringing or purchasing lunch for their child if the child is at school for a full day. If a child does not have a lunch, LCS will provide a hot lunch for them. Parents will be charged for the lunch.

### **Student Allergies**

We work diligently to protect students with food allergies from exposure to foods that may cause them harm. For this reason, certain classrooms may have food restrictions.

### **Candy Policy**

1. With the exception of established parties – such as Christmas – candy is not served in the classroom or made available by students or teachers.
2. Candy is not used as a reward or motivator in the classroom

### **Bathroom Policy and Procedures**

Any child who comes in to the Lansing Christian School Early Learners Preschool program, must be fully potty-trained. This includes the wearing of proper under clothes. Children may not wear pull-ups or diapers. Any child wearing pull-ups will be asked to withdraw until proper potty training has been achieved.

Classroom teachers and staff may not assist a child in wiping. This is for the safety of all children and staff members. Children should work on this at home so they feel confident in completing this task on their own.

In the case of an accident, students will be assisted by more than one adult and a note will be sent home.

## Dress Code

### Dress Code for All Students

Students should be clean, neat, modest and well-groomed when coming to school. Jeans are permitted.

The school administration will make decisions regarding what is appropriate dress for school, **but the following items are not appropriate:**

- Halter tops
- Off the shoulder, spaghetti strap tops or dresses
- Tube/tank tops
- Shorts, skirts or dresses of indiscreet length (when standing, skirts and shorts should reach a student's fingertips)
- Hats/caps and sunglasses inside the building during school hours (boys and girls)
- Sleeveless shirts for boys
- Half shirts; shirts that show wearer's midriff
- Clothing promoting drugs, alcohol, symbols of Satanism, any secular music group or gangs
- Clothing with pictures of skulls or bones
- Clothing that is ripped or has holes that show skin
- Strapless or see-through attire
- Pants worn below the waist
- Outdoor jackets or coats – unless rooms are cold in winter
- Non-natural hair coloring
- Facial piercings

If a student comes dressed inappropriately, the office will provide a t-shirt for your child to wear or call home for a change of clothes.

## Fee Schedule and Admission Requirements

### Tuition for Early Learners Preschool Program (2019-2020)

<b>3 Year Old Half-Day Options</b>	<b>3 Year Old Full-Day Options</b>
<u>2 DAYS PER WEEK</u> Tu, Th 8:00 am – 11:00 am \$1,900	<u>2 DAYS PER WEEK</u> Tu, Th 8:00 am – 3:00 pm \$3,650
<b>4 Year Old Half-Day Options</b>	<b>4 Year Old Full-Day Options</b>
<u>MORNING OPTION</u> Mon-Wed-Fri 8:00 am – 11:00 am \$2,700	<u>3 DAYS PER WEEK</u> Mon-Wed-Fri 8:00 am – 3:00 pm \$4,850
	<u>5 DAYS PER WEEK</u> Monday – Friday 8:00 am – 3:00 pm \$7,550

### After School Care

Students participating in the after school care program must be currently enrolled in Lansing Christian School. Completion of the After School Care Enrollment Form (student information and weekly schedule) and processing fee must be submitted prior to attending the program. Lansing Christian does not offer a drop-in child care program. After School Care payments will be made through the Smart Tuition Management Company.

### **Fee Schedule**

- 3 days a week \$120.00 a month for 9 months (September – May)
- 5 days a week \$190.00 a month for 9 months (September – May)

### **Late Fees**

- \$10.00 fee will be collected each time a child is picked up late from preschool. This is to cover the cost of paying an aide/teacher to remain with the child.
- A fee of a \$1.00 per minute will be collected when a child is picked up after 5:30pm in after school care.

## **Payment Method**

Total financial obligation for preschool and after school care will be invoiced by the Smart Tuition Management Company in June. The invoice from Smart Tuition will include the variable tuition adjustments and Pilgrim Scholarships. Payment arrangements need to be made with Smart Tuition by July 1 to avoid late fees. Instructions on how to set up the payment options will be included on the Smart Tuition invoice and communication from the school you receive in June.

- Annual Payment: 2% Discount if payment received by July 1. Payment methods include Automatic Bank Payment (ACH), Credit Card, or Personal Check.
- Semi-Annual Payment: Payment methods include ACH, Credit Card, or Personal Check (set up the plan with Smart Tuition).
- Monthly Payment: Payment methods include ACH or Credit Card (set up the plan with Smart Tuition):
  - 12 Month (starting July 5th or 20th) (deposit required if beginning payment plan after July)

Note: Credit card payments will include a 2.85% convenience fee.

## **Admission Requirements**

All parents of students attending Lansing Christian School must comply with the LCS policies and faith statement and participate in the interview process. In addition, children must be potty-trained and meet the age requirements for their class. Click [here](#) to go to the admissions page on the Lansing Christian School website.

The following forms must be completed prior to the first day of preschool:

- [Health Form \(including immunization record\)](#)
- Preschool and Child Care Written Information Packet Documentation Form
- [Child Information Form](#)
- Volunteer Form

## Health Requirements

### Controlling Infection - Including Universal Precautions

Disease	Incubation Period	Communicable Period
Chicken Pox	10-21 days, average 14-16 days	5 days before rash to 5 days after rash
Influenza	24-72 hours	1 day before onset of symptoms to about 7 days from first symptoms
Measles (rubelola-red)	8-13 days, average 10 days	4 days prior to rash to 4 days after
German Measles	14-21 weeks, average 16-18 days	7 days prior to rash to 7 days after
Mumps	2-3 weeks, average 18 days	Most contagious 48 hours before swelling and 5-9 days after
Scarlet Fever	2-5 days	variable
Strep Throat	1-7 days, average 2-4 days	Variable – if not treated, weeks
Impetigo	4-10 days	As long as pus filled lesions drain
Scabies	Possibly weeks before itching	Until mites and eggs are destroyed
Pink Eye	24-72 hours	Until under medical care and drainage has cleared
Lice	6-10 days	Until all eggs and lice are destroyed
Fifths Disease	4-20 days	3-5 days prior to rash

Health resources: Ingham County HD/Red Cross, etc.

### Immunizations

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

Chicken Pox**	Vaccination
DPT, DT, or TD*	Vaccination
Polio	Minimum of 4 doses
Measels/Rubella/Mumps**	2 doses on or after 12 months of age
Hepatitis B	3 doses
Meningococcal	1 dose for children 11-18 years 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 a medical or religious exemption from immunization requirements from the Health Department. After meeting with a nurse from the Health Department, parents may return the signed form to the elementary office.

### **Health Forms**

We are required by law to have your child's physical form on file by the first day of school. **You received a health form, which must be filled out, signed by a physician, and returned to LCS prior to the first day of preschool.** It is also important that we have your child's immunization record on file. This form needs to be filled out only once while your child is enrolled in school.

### **Health Services**

Our students receive special health services through the Health Department. These services include vision and hearing screenings. An announcement will be made prior to screening days.

### **Medication**

To assure your child's safety and to protect against errors, the Ingham County Health Department has advised us of the proper procedure for the dispensing of medications. Please read carefully and take the necessary steps for the situation that may apply to your child. All prescription medications must include the pharmacy label listing the name of the medication and dosing information.

1. Tylenol/Motrin is not routinely supplied by the school. If you feel that your child will need these medications, it is your responsibility to provide them. The appropriate container is to be labeled with the student's name and accompanied by a signed "Medication Contract" (available in the office). The medicine will be kept in the office and administered by the school secretary. We appreciate your help in this area.
2. Emergency medications for allergic reactions will be kept in the elementary office and a "Medication Contract" must accompany the medication.
3. All medications, including daily medications such as Ritalin, will be dispensed only in the office and a "Medication Contract" must accompany the medication.

### **Allergies**

*In the event that a student is diagnosed with allergies to certain foods or other items, the school may ask parents to refrain from sending certain foods, food products or other items to their child's specific classroom. This request would only be made if a serious health threat existed and would be based clearly upon the well-being of the student affected with the allergic condition. Your support of this is deeply appreciated.*

Nut-free lunch tables are available for students with severe nut allergies.

## **General Information**

### **Accident/Incident/Injury Procedures**

In the case of a mild injury or illness, parents will be notified via an *Ouch Report*.

In the case of a moderate injury or illness, parents will be notified by phone. Children who are moderately ill will be sent home.

In the case of a major injury or illness, parents will be contacted immediately. Proper medical attention will be administered until the parent arrives to assess the situation. The emergency form will be our source for contacting parents or another designated adult in case of a serious accident. In life threatening situations 911 will be called.

### **Accreditation**

We are accredited by AdvancEd and Christian Schools International.

### **After School Care**

Students who remain at school after 3:00pm without adult supervision must participate in the after school care program. After school care is offered from 3:00-5:30pm on full school days. Students must be registered in order to participate in the program. In order for a child to attend after care, parents must complete the bi-weekly attendance schedule located in the elementary office.

### **Age Requirements**

**Preschool-3:** children must be age three by September 1

**Preschool-4:** Children must be four by September 1

**Kindergarten:** children must be five years old by September 1.

### **Association Meeting**

LCS parents are members in good standing of the LCS Association. The Association meets twice a year (November and May) to receive updates on the operations and programs of the school, elect officers, and approve the budget proposed by the administration. Parents are strongly urged to attend these meetings.

### **Athletics**

We are excited to offer athletics to our lower elementary students this year through a new program called Pilgrim PLAY. This is a co-ed program designed for LCS students in PreK-4 year old up to 3rd grade.

Pilgrim PLAY is about both learning skills and learning to play a sport. Pilgrim PLAY participants will receive instruction and practice skills with varsity high school coaches. Players will be divided into teams by age groups and placed with high school athletes to work on drills and lead-up type games. Each Saturday will end with a series of matches. No scores will be kept in these matches.

### **Cell Phones/Electronic Devices (any device with calling or texting capability)**

Students may use the office phone in case of an emergency with permission from their teacher. Cell phones/electronic devices are to remain turned off and kept inside the student's backpack during school hours. Cell phones/electronic devices are not allowed to be used or worn during the school day unless given specific permission by a staff member.

If a cell phone/electronic device goes off during school hours or if a student uses one without permission, LCS staff will confiscate the device and send it to the office. Parents will be contacted to pick up the device from the office at the end of day.

### **Communication**

We are committed to your children and desire a truly rewarding learning experience for them. 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 arrival or dismissal times because your child's teacher must be able to focus on his or her students. It is also better to discuss concerns at a time when children will not hear. Please feel free to call the teacher, send an e-mail or leave a message with the school secretary and we will get back with you. E-mail addresses for all school personnel are located on the Lansing Christian School website.

In Preschool, there will be a monthly calendar to keep you informed of field trips, vacation days, Show and Tell and monthly topics. The preschool calendar and other important notices can be found on the Preschool Parent Information Board located outside the preschool classroom.

The elementary office sends home a weekly email each Tuesday. The e-letter, published by the main office, is emailed each Friday and contains information for the elementary, middle and high school.

### **Drills**

Periodic fire and tornado drills will be held to familiarize students with proper procedures during these times of emergency. Teachers have copies of fire and tornado routes located by their classroom door.

Periodic Internal Threat drills are held to acquaint students with the proper procedures during times of emergency.

### **Electronics / Toys**

Electronic items such as iPods, iPads, tablets, toys, etc. are not permitted to be used during the school day (8:00am – 3:00pm). Electronic devices are not permitted on the playground at any time. LCS is not responsible for lost, stolen, or damaged devices used before, during, or after school.

### **Emergency Information**

Before the beginning of the school year, you will receive an emergency information form to fill out and return to the office. In case of an emergency, this information form will be used to help us notify you. Please let us know of changes in address, phone number, work hours, etc., during the year.

### **Field Trips**

Field trips are planned throughout the year. You will be notified in advance of your child's field trip. We ask that parent helpers not bring younger children along on field trips.

### **Grandparents Day**

Grandparents Day is held each November. It is a time for us to honor our students' grandparents. More information about this event will be sent home in the fall.

### **Internal or External Threat Drill**

This is an "all-school" lock down. Periodic Internal/External Threat drills are given to acquaint students with the proper procedure during times of emergency.

### **Leaving School**

Students may leave school early if the parent has communicated the reason to the classroom teacher or elementary office with a note, phone call or email.

If a parent takes their child prior to dismissal, they must stop by the welcome desk upon entering the building to sign in. They may then proceed to the elementary office to pick up their child. Parents must sign their child out in the elementary office before leaving.

Please report to the office before picking up your child from the classroom. Students will not be released to people other than their legal guardians unless otherwise directed in writing by legal guardians. **Students may not walk off campus unaccompanied by a parent or guardian for any reason.**

## **Licensing Notebook**

The Licensing Notebook is available in the elementary during normal school hours.

- The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- The licensing notebook is available to parents during regular business hours.
- Licensing inspection and special investigation reports for the past two years are available on the child care licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **Lost and Found**

We have a lost and found box located in the lobby area by the gym.

**Labeling your child's belongings will help with identification.** You are welcome to come in at any time to check for your child's lost items. Unclaimed items will be donated to a worthy cause.

## **Parent/Teacher Conferences**

Preschool and elementary conferences are held in the fall and the spring. This is an opportunity for parents and teachers to meet and discuss topics specific to their individual child's progress.

## **Parties and Birthdays**

Classroom parties generally occur at Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year. When your child has a birthday, treats may be sent or brought to class. See "Candy Policy".

**Please do not distribute party invitations at school. To do so causes hurt feelings among students who do not receive an invitation.**

## **Reporting Suspected Child Abuse**

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that the report of reasonable suspicion of child abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **School Closing**

During inclement weather, listen to or view the websites of local broadcasts on Smile FM 88.1, HOME FM 89.3, WMMQ FM 94.9, WJIM FM 97.5, WJIM AM 1240, WFMK FM 99.1, WITL FM 100.7, WILX-TV channel 10, WLNS-TV channel 6, WSYM-TV channel 47 for closing information. Our information will be listed as "Lansing Christian School". We will also use our Skylert message system to send a message to your phone and e-mail.

Severe inclement weather, causing school to be dismissed or cancelled, will automatically cancel all scheduled school activities. This includes athletic practices, club meeting, etc.

On rare occasions, school may be closed due to illness. The decision will be made by the administration and will be communicated via the same methods as a closing caused by inclement weather.

## **School Pictures**

Each year student portraits are taken in the fall and spring. Parents will be notified prior to the spring picture session and have the option of excusing their child from having their picture taken.

## **School Supplies**

A list of school supplies will be sent home at the end of every school year and posted on the LCS website. Students are expected to come to school each day prepared with their supplies. If you need help obtaining these supplies, please contact the office.

## **Show and Tell**

Some early elementary classes participate in Show and Tell. Student's may bring in a favorite toy, souvenir, nature item, book or picture to tell about. Please do not send in toy guns, knives or swords. Lansing Christian has a "No Weapons" policy that pertains to toy weapons as well as real ones.

## **Visitors**

We love you to visit our school! However, please follow these procedures to ensure the continued safety of our students:

- All guests must stop at the welcome desk and sign in regardless of the length of the visit. All visitors are required to wear a visitor badge.
- Sign-out before leaving the building.
- If you are taking your child out before dismissal, you must sign them out in the elementary office before leaving.

## Volunteers

Volunteers are vital to LCS, plus it's a great way to get to know other parents. The volunteer hour requirements are a minimum of 20 hours per family or 10 hours per family for pre-school only families. Volunteers will always be supervised by a staff member unless they are with their own child.

It is important to us that you read and understand the following requests:

- When you volunteer at school and on school-sponsored events, you are a school REPRESENTATIVE. Please put the health and safety of the students first. Please also abide by all the instructions and directions the teacher gives.
- As a school representative, you have the authority and responsibility to handle situations that arise if the teacher is not available to handle them. Please remember you are acting as a representative, not individually. If a situation arises on the playground that requires discipline, please do so. **Do not use corporal punishment—only verbal intervention.** If the situation requires more, bring the offending student to the office.
- Background checks of volunteers will be run through the State of Michigan

## Withdrawing from School

The school reserves the right to request withdrawal at any time during the year as deemed necessary by the teacher and principal.

A child may be withdrawn from preschool if any payment becomes 30 days in arrears or for failure to follow childcare policy.

If your child will not be completing the school year for any reason, 30 days written notice is required.

## Yearbook

An elementary school yearbook is available for a nominal fee. It is ordered at the time school pictures are taken in the fall and is listed as one of the package options. Yearbooks are distributed in the spring.

## Disciplinary Code and Process for Early Learners Preschool Program

We believe discipline is part of the teacher's "discipling" ministry with the child. 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. Time out will be no more than one minute per the age of the child.
5. Contact the parents if we continue to see problems with the child's behavior.

When disciplining, we will not:

1. Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment.
2. Place any substance in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
3. Restrict a child's movement by binding or tying him or her.
4. Inflict mental or emotional punishment, such as humiliating, shaming, or threatening a child.
5. Deprive of child of meals, snacks, rest, or necessary toilet use.
6. Exclude a child from outdoor play or other gross motor activities.
7. Exclude a child from daily learning experiences.
8. Confine a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.
9. Time out must not be used for children under 3 years of age.

\*Elementary Discipline Policy

\*Grievance Policy

\* Pesticides Policy

\* Health Care Policies and Resources

## **Elementary Disciplinary Code and Process K-5**

The elementary team at Lansing Christian School is proud of its educational program and is committed to high standards for each student. Learning proper conduct and exhibiting self-discipline are important parts of every child's success. Students should take pride in using words and actions that are pleasing to God.

Every Lansing Christian Elementary School child is expected to be courteous, respectful, self-disciplined, honest and considerate of others.

The following guidelines will be used in the administration of student discipline. It is important to note that these are guidelines, and the principal may make consequences more or less severe.

### **Violation and Consequences**

Assault: a student shall not behave in such a way that causes physical injury to another child or staff while on the playground or in the school.

1<sup>st</sup> offense- student will report to the principal.

2<sup>nd</sup> offense- student will report to the principal; parent will be notified.

3<sup>rd</sup> offense- parents will be asked to come in for a conference; in school suspension.

4<sup>th</sup> offense – suspension; possible expulsion.

Bullying / Harassment: Some examples of bullying behavior include, but are not limited to: name calling in any situation, pushing or shoving others, teasing, making fun of clothing or appearance. More information on bullying can be found at the end of the discipline code

1<sup>st</sup> offense- refer to principal, contact parent.

2<sup>nd</sup> offense- in school suspension.

3<sup>rd</sup> offense- out of school suspension.

Disrespect: a student shall not insult, call derogatory names, dishonor, use negative gestures or verbally abuse a staff member or fellow student.

1<sup>st</sup> offense- student will report to the principal; parent will be notified.

2<sup>nd</sup> offense- parents will be asked to come in for a conference; in school suspension.

3<sup>rd</sup> offense- suspension; possible expulsion.

Disruption of Learning: class rules disobeyed and others disturbed.

1<sup>st</sup> office referral- student will report to the principal.

2<sup>nd</sup> and 3<sup>rd</sup> office referral- student will report to the principal; parents will be notified.

4<sup>th</sup> or more office referral- suspension

Fighting: The principal will try to determine the instigator(s) of the fight. If a student(s) actively attempted to avoid the fight and was defending himself, no punishment will be assessed to that student. If both students were equally engaged in the conflict, both will receive the same punishment.

1<sup>st</sup> offense- student will report to principal, parents will be notified.

2<sup>nd</sup> offense- one or more days suspension depending on the severity of the fight and the combatants' attitudes afterwards.

Subsequent offenses- suspension; possible expulsion.

Horseplay or Inappropriate Behavior: Behavior potentially harmful to oneself or others.

1<sup>st</sup> offense- teacher or supervisor will talk to the child.

Subsequent offenses – student will be sent to the principal and parents may be contacted.

Insubordination: behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and willful failure to respond or carry out a reasonable request.

1<sup>st</sup> offense- student will report to the principal; parents will be asked to come in for a conference.

Subsequent offenses – suspension; possible expulsion.

Stealing: a student shall not take something that belongs to another person.

1<sup>st</sup> offense- student will report to the principal; parent will be notified.

2<sup>nd</sup> offense- parents will be asked to come in for a conference; in school suspension.

3<sup>rd</sup> offense- suspension; possible expulsion.

Weapons and dangerous instruments: a student shall not possess, handle or transport any object that can be considered a weapon while on school grounds or at a school activity. \*Dangerous Weapons Act can be found at the bottom of the Discipline Code.

1<sup>st</sup> offense- confiscation of the weapon; suspension, possible expulsion.

2<sup>nd</sup> offense - possible expulsion.

### **Weapons Policy**

Lansing Christian does not allow anyone to bring onto school grounds or to any school activity any firearm, dangerous weapon, or dangerous instrumentality. A weapon includes, but is not limited to: firearms, BB and pellet weapons, knives (including pocket and decorative types), clubs, guns, chains, martial art devices and the like, which can be used to inflict bodily injury. Facsimiles of such weapons are also banned. This policy does not apply to law enforcement officials. Exceptions to this policy can be made by the Head of School; however, not in contradiction to current state laws.

## **Bullying/Harassment**

Lansing Christian School prohibits harassment or bullying of any student on school property or at school-sponsored events. Providing a safe school environment for our students is of utmost importance for Lansing Christian School.

- **Bullying** is an act of repeated aggressive behavior in order to intentionally hurt another person, physically, mentally, or socially. Bullying is characterized by an individual behaving in a certain way to gain power over another person.
- **Harassment** is defined as behavior that is threatening or disturbing to a person. Harassment includes but is not limited to intimidation of another student or staff member based on gender, race, ethnic group, physical appearance or disability. It is not acceptable behavior.

Progressive disciplinary consequences will occur for incidents involving bullying or harassment at both the elementary and secondary schools. Consequences for harassment and bullying are contained in the elementary and secondary handbooks.

### **Proactive Measures:**

- The school will communicate the bullying/harassment policy to parents, teachers and staff.
- Classrooms, Chapels and P.A.W.S. will address bullying issues.
- The school will encourage parents to dialogue with their children about appropriate treatment of others.

### **Responses to Bullying/Harassment:**

- Documentation of the event and investigation will be submitted to the appropriate principal who will maintain an ongoing record.
- Parents will be informed and involved with follow-up on every ongoing occurrence of bullying/harassment.
- Appropriate disciplinary consequences will be issued.

## **Grievance Policy**

**Policy:** Lansing Christian School is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

**Rationale:** Lansing Christian School is composed of many people, and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly, honestly, and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

**Scope:** These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to Lansing Christian School. This includes students, parents, staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the superintendent will decide what procedures to follow based on those procedures established by this policy.

**Definition:** A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

**Goal:** The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

### **General Guidelines:**

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or superintendent if you are unsure of the person to whom you should address your concern or complaint.

- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication and resolution.
- Decisions by the board are final. No further appeal will be granted.

### **Grievance Resolution Process:**

#### **Students/Parents to teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision in to the superintendent in writing. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Lansing Christian School Board within two weeks of the superintendent's determination requesting a review of the school's determination.

#### **Athletes/Parents to coaches:**

1. Follow the process outlined in the Athletic Handbook.
2. If there is no satisfactory resolution then refer to step #3 and #4 in Student/Parents to teachers process above.

**Parents/Association members/Donors to administrator:**

1. If parents, association members, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the superintendent. Complaints at this level and above are documented by the superintendent to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If there is no satisfactory resolution, they may lodge a written appeal to the Lansing Christian School Board within two weeks of the superintendent's determination requesting a review of the school's determination.
4. This procedure applies to board members who are acting in their capacity as parents, association members, or donors and not as representatives of the board.

**Staff to Administration:**

1. All concerns about the school must first be presented to the appropriate principal. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the superintendent. The superintendent will schedule a meeting to discuss the matter. Complaints at this level are documented by the superintendent to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

3. If there is not a satisfactory resolution, the staff member may appeal to the board in writing within two weeks of the superintendent's final determination. The appeal should be submitted to the superintendent to be submitted to the board. The board will not entertain requests until step 1 & 2 have been completed.
4. Staff should refer to the personnel handbook if the concerns are in regards to disability discrimination, equal employment opportunities, illegal activities (whistleblower policy) or harassment.

**Volunteers to Staff/Administration:**

1. If any volunteer has a concern about the volunteer work, he/she will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the superintendent. Complaints at this level and above are documented to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The superintendent will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
3. If the resolution is unsatisfactory, the volunteer may appeal to the board in writing within two weeks of the superintendent's final determination. The request will be passed through the superintendent. The superintendent is required to pass the request on to the board.

**Board's Responsibility:**

The board's responsibility when grievances are presented to them is outlined in GP2b: Board Job Description item numbers 4 and 5 of the Policies for Governance Process in the Policies for Ends and Governance. These policies may be found on the Board page of the School's website.

## **Pesticides Policy**

Rationale: Protects children and adults from accidental exposure to insecticide poisons.

As required by 1994 PA 451, MCL 324.8316, the center shall develop and implement an integrated pest management program when pesticide applications occur in the building. The integrated pest management program shall include, but not be limited to, the following:

1. An annual notification must be provided by centers to parents or guardians informing them that they will receive advance notice of pesticide applications.
2. The annual notification to parents or guardians must specify 2 methods by which the advance notice of pesticide application will be given.
3. An advance notice must contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan department of agriculture.
4. Liquid spray or aerosol insecticide applications may not be performed in a room of a child care center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

Our child care center must provide a 48-hour advance notice prior to a pesticide application. The notice must be posted at entrance doors, and then a second notification can be made by:

- Posting in a public, common area,
- E-mail,
- A telephone call (must make direct contact with a parent or guardian),
- Providing students with a written notice to be delivered to the parent or guardian,
- Posting on the school's website.

Parents or guardians can also request to be notified by first-class U.S. mail. The notification must be postmarked at least three days before the application.

The Integrated Pest Management notification and requirements do not apply to the following:

- Common products such as germicides, disinfectants, sanitizers, and antimicrobials.
- Bait pesticide formulation.
- Gel pesticide formulation.

Our Early Learners Preschool Program will have a staff person directly observe the pesticide application to guide the exterminator away from surfaces that children touch or mouth and to monitor drifting of pesticides into these areas.

## **Health Care Policies and Resources**

**HANDLING BODILY FLUIDS/UNIVERSAL PRECAUTIONS:** Teachers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA (Occupational Safety and Health Administration) has model exposure plan materials for use by child care centers available from regional OSHA offices. Staff must wear plastic gloves when cleaning up bodily fluids. Custodians will be called to use the proper solutions to clean up the area

**CLEANING AND SANITIZING:** The following steps are to be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe or spray the surface or the article with a sanitizing solution.
- Let the article or surface air dry.

Examples of sanitizing solutions include but are not limited to:

- Water and non-scented chlorine bleach solution with a concentration of bleach between 50 – 200 parts per million (1 tablespoon per gallon of water). Test strips must be used to check the concentration and are available from most food service suppliers.
- Commercial sanitizers specified on the label to be safe for food contact surfaces and used according to the manufacturer's directions.

Bleach being used for sanitizing must have an EPA number indicating an approval for food sanitizing.

## **HAND WASHING PROCEDURE:**

The following procedures are considered best practice for hand washing:

- Have a clean single service towel available.
- Turn on the water to a comfortable temperature between 60\* F to 120\* F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry, and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper or single-use cloth towel. If taps do not shut off automatically, turn taps off with the disposable paper or singles-use towel.
- Disposal of the single service towel in a lined trash container.
- Use hand lotion to prevent chapping, if desired.