

Grace Christian ACADEMY *of* MARYLAND

A Ministry of **GRACE CHURCH** | Waldorf

2023-2024

PRESCHOOL MANUAL



Parent/Student Manual

PRESCHOOL

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PREFACE

This manual has been compiled to give our school family a knowledge of the operating policies of Grace Christian Academy (GCA). Our hope is that everyone would seek to apply the spirit of these policies and not just the letter. Please note that these policies may be modified during the school year.

While it is not required that you or your child be a member of Grace Church, we do encourage you to be involved in a local church body of your own. For those looking for a church home, we invite you to visit our church and worship with us to become better acquainted with our ministries.

As an open-enrollment school, we admit students who do not personally share our Christian faith and values. However, all GCA students and families should desire and/or be willing to be educated and trained in an educational program that reflects these beliefs and values. While we recognize the equal worth of all people, regardless of their beliefs and values, we expect that GCA students and families will not actively promote (either on or off campus) different beliefs and values in ways that undermine or hinder our school's mission.

ADMINISTRATION

Grace Christian Academy is a ministry of the Grace Church in Waldorf, Maryland.

Director:	Mr. Dwayne Johnson
Director of Education:	Mrs. Megan Schaniel
Director of Admissions:	Mrs. Lisa Johnson
Director Extended Care:	Miss Michelle Goodson
Spiritual Coach:	Mrs. Staice Buhl
Security:	Mr. Gregory Harris
Comptroller:	Mrs. Nancy Kemmerer
School Board:	Composed of pastoral and lay representatives from Grace Church of Waldorf / Grace Christian Academy and the community.

** Grace Christian Academy of Maryland admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Grace Christian Academy of Maryland does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.*

ACCREDITATION AND AFFILIATION

Grace Christian Academy is accredited by the Association of Christian Schools International (ACSI) for grades K-12 and Middle States Association of Colleges and Schools. Accreditation is based on educational goals and programs, faculty qualifications, school organization, curriculum, media center, and facilities.

Grace Christian Academy is also approved by the Maryland State Department of Education.

VISION STATEMENT

GCA graduates will be fully-equipped to live out their God-given purpose in life.

MISSION STATEMENT

By the grace of God . . . we will partner with parents to deliver excellent academic instruction, develop essential skills for learning and life, and cultivate character through personal maturity in Christ . . . for the glory of God.

CORE VALUES & EXPECTED STUDENT OUTCOMES

We value...

We expect students...

1. **The essential link between the life of the mind AND the spiritual maturity of the heart, for it is the heart that determines what the mind will learn, retain, and use.**

To mature as a whole person, understanding that the heart and mind must grow together for either to excel.

2. **The personal discovery of meaning and purpose in Christ.**

To realize that Christ came to put the life of God in the soul of man.

3. **The pursuit of maturity (discipleship).**

To seek to be His lights to the world by being conformed to the image of Christ.

4. **The written word of God as a guide to knowing God, to mature, and to effectively serve Him.**

To understand the essential meaning and application of scripture and be life-long students of God's written word.

- 5. The interdisciplinary truths inherent in the liberal arts that equip us for present understanding, future learning, and the wise application of truth.**

To possess a mastery knowledge of essential truths and to value learning as a means of enriching their personal lives and fulfilling their call to be wise stewards of truth and of creation.

- 6. The skills to learn independently, think critically, and to communicate fluently.**

To learn how to study, to conduct research, to analyze information, to turn knowledge into understanding, to write clearly, and to speak persuasively.

- 7. Christian community as a culture that nurtures honor, kindness, and compassion (and reveals what is truly in our heart).**

To actively express honor, kindness, and compassion in their daily life at school and through outreach ministries.

- 8. Picking up the mantle of leadership as a means to promote truth and the welfare of others.**

To be proactive servant-leaders.

- 9. The diligent pursuit of excellence.**

To willingly accept the responsibility for excellence and possessing the grit and resilience to achieve it.

*We unite these values and expectations in a comprehensive whole we call **The Knight Experience**. It is our multi-dimensional approach to educating our students in the three domains required for a successful life in the 21st century: Academic Understanding, Skill Development, and Moral Maturity. We define and teach these domains in light of the life and message of Christ.*

They express our identity, create our culture, and permeate every class, activity, and relationship at GCA. They make us less of an educational institution and more of a learning community designed to inspire personal growth.

STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.

We believe that God created the world, including man, in six twenty-four hour days.

We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born with a sinful nature, become sinners (in thought, word and deed) and consequently need redemption.

We believe that all mankind, excepting Adam and Eve, achieve personhood at the moment of conception. (Ps. 139:14-16; Jer. 1:5)

We believe that God wonderfully and immutably creates each person as a genetic male or genetic female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one genetic male and one genetic female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4) and that sexual intimacy outside of marriage (including adultery, fornication, rape, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sin.

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.

We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His present intercession for us as High Priest and Advocate.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

We believe in that blessed hope, the personal imminent return of our Lord and Savior Jesus Christ.

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

OUR EDUCATIONAL PHILOSOPHY

The Primary Source of Truth

Acknowledging that the Bible is God's inspired, inerrant, infallible, all sufficient and authoritative Word, the philosophy of education at Grace Christian Academy is based on a God-centered view of truth and man as presented in the Bible. "For by Him all things were created . . . He is before all things, and in Him all things hold together" (Colossians 1:16-17). Truth is not based on feelings, circumstances or opinion, but is absolute and objective and is the summation of what is taught through the Word of God (Ps. 119:160, John 17:17). This foundation of truth is essential to have a comprehensive, undistorted understanding of the world and all subjects therein.

The Nature of Man

Man is created in the image of God, with the unique capacity to know and respond to God personally and voluntarily (Genesis 1:26-27). However, because man is a sinner by nature and choice, he cannot, in this condition, know or honor God in his life (Romans 3:10-11, 23). He can do this only by being born again (John 3:3), through receiving Jesus Christ as Savior and thus being enabled to do God's will, being conformed to His image, which is the ultimate purpose of his life (Ephesians 2:1-10; Romans 12:1-2). Even as believers, part of our nature is to be inclined toward laziness and the path of least resistance. Students are no different and need the boundaries of instruction, discipline and encouragement to mature into responsible, diligent and secure young people (Ephesians 6:4; Hebrews 12:11).

The Responsibility to Educate

The Bible clearly instructs parents, not the Church or State, to "bring [children] up in the discipline and instruction of the Lord" (Ephesians 6:4; Deuteronomy 6:6-7; Psalm 78:4; Proverbs 22:6). As parents enlist the school to assist in this training process, we endeavor to become their co-laborers with the goal of guiding and directing the student in gaining knowledge, wisdom and understanding based on a proper and righteous fear of the Lord (Proverbs 1:7). As a school, we seek to help train parents in God's wisdom for family life.

The Goal of Education

"The goal of our instruction is love from a pure heart and a good conscience and a sincere faith" (I Timothy 1:5). Jesus said that the two greatest commandments are: *"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. And a second is like it, You shall love your neighbor as yourself"* (Matthew 22:37,39).

PARENTAL STATEMENT

If my student is accepted at Grace Christian Academy:

1. I agree to have him/her trained in accordance with the school's Statement of Faith.
2. I agree to abide by the Parent-Student Handbook (at www.graceknights.org)
3. I agree to give the administration full authority to place my child in the most appropriate grade level and class.
4. I acknowledge the school's right to dismiss students who do not respect its spiritual standards or cooperate in the educational process.
5. I recognize the school's right to dismiss any student(s) whose parents are unsupportive and uncooperative.
6. I give permission for the applicant to be disciplined according to school policy.
7. I agree to assume the responsibility of my child's education by supervising assigned homework and keeping in regular contact with my child's teacher.
8. I agree to support the school's activities through attendance and participation.
9. I agree to support the school's programs through prayer, volunteer help, and financial gifts as I am able.
10. I grant permission for my child to go on scheduled field trips and school activities.
11. I grant my permission to the school authorities to take the following steps in the event my child becomes ill or is injured under school supervision.
 - a. Contact a parent of the student and follow the parent's instruction.
 - b. Contact the student's physician and follow his/her instructions in the event neither parent can be reached.
 - c. Use discretion in contacting a properly licensed physician and follow his/her instructions if the student's physician cannot be reached. If in the opinion of a properly licensed and practicing physician my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint, and empower the Administrator, or designee, to furnish on my behalf, such written or oral authorization as may be required. Further, I release the Administrator, or designee, the School Board and Grace Christian Academy of Maryland and church from any liability which might arise from the giving of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises.

12. I understand to complete the registration process; the application, tuition and program fees must be paid. These fees are not refundable.
13. I agree to give four weeks' notice of voluntary withdrawal of my child(ren). I understand that the registration and program fees will not be refunded, and the financial agreement is for the full school year.
14. I have read the financial policy and agree to pay all my obligations therein.
15. I intend to have the applicant enrolled for the full year.
16. I agree that I will provide health insurance coverage for my child while he/she is enrolled at GCA. If my health insurance changes or is dropped, I agree to inform the school office and take immediate steps to replace that coverage.
17. I understand that I am responsible to submit all updated medical forms, birth certificate, and transferred school records where applicable before my child can attend GCA.
18. I understand that school records and transcripts will not be released until all fees and school financial obligations have been met.

ADMISSION PROCEDURES

Requirements for Admission

The following requirements have been established for admission to Grace Christian Academy:

1. Completion of application with signatures and appropriate fees.
2. Satisfactory scholastic and behavioral records from previous school.
3. Satisfactory performance on a formal entrance test.
4. Health records that meet State requirements.
 - A. **Medical Forms.** Maryland State law requires that the *Health Inventory Form* signed by the parent and the child's physician be on file for all students.
 - B. **Immunization Record.** Maryland State law requires students entering any school within the state to have the following immunizations: poliomyelitis, small pox, diphtheria, rubella, pertussis and tetanus.
5. Read the Student/Parent Manual and agree to support the guidelines presented.
6. Completion of parent interview with Academy principal.
7. Completion of Student Questionnaire (secondary).
8. Complete registration with FACTS tuition management within 10 days of interview and acceptance.
9. Complete the Parental Statement of Support.

* Kindergarten students must be five years of age by September 1 of the year of entrance.

GCA desires to provide a Christian education for all students. The school has established the STEP Center to assist students with educational difficulties. However, the school is not able to meet the needs of every student. Students with educational challenges will be evaluated on a case by case basis. Students with severe educational, physical, or emotional deficits will not be accepted.

PRESCHOOL

General Policies and Procedures



PRESCHOOL PHILOSOPHY

The purpose of the Preschool Program is to provide a safe environment that allows young children to explore the world around them, learn through play, and gain a biblical understanding of God. We view early childhood as a time of discovering, experiencing, exploring and “doing.” Three important goals are consistent throughout our program. Our program is Christ-centered, developmentally appropriate and well-rounded.

Christ-centered means that we teach the Bible and biblical concepts, striving to integrate the love of God throughout the program. Our mission is to teach children that they are special and unique, made by God for a special purpose, and that God desires to have fellowship with them personally through prayer and learning about His Word. We believe God’s love is the greatest love we could have above anything else. Our goal is for our students to develop a love for Christ and view the world through his eyes.

AIM OF CHRISTIAN EDUCATION: TO GLORIFY GOD

The spiritual emphasis for the preschool focuses on the comfort of God's presence, His love and His care. These truths are taught to the child in all areas of the curriculum and physical care during the day.

We pray:

That the child might come to know Christ.

Matthew 18:5-19:14

That the child might have knowledge of what God has done so
praise Him.

Joshua 4:6-7. Psalm 78:3-4

That the child might be preserved from evil and led to righteous
Deuteronomy 6:20-24, Proverbs 22:6

That the child may be a delight to godly parents

Proverbs 29:13 or

That the child might win unsaved parents by his/her delight in the Lord.

Proverbs 20:1, Isaiah 11:6 1



CURRICULUM

Most experts will agree that children, especially young children, learn better through play than through highly-structured academic activities. We embrace this concept, and provide a wide-range of hands-on activities that encourage children to explore and experience the world around them. The curriculum allows for differences in ability and interests while encouraging well-rounded development in every facet of the child's life. The preschool will provide a wide-range of play experiences, including open-ended art, dramatic play, science adventures, music, manipulative play and read-aloud stories.

Preschool provides a carefully planned, play-oriented curriculum. What looks like play to the observer and feels like play to the child, is a carefully planned program, developed to build self-confidence, expand understanding, teach responsibility and increase motor skills. The teachers encourage creative freedom through free play, imaginative play, arts and crafts, music, science and gross and fine motor activities. Field trips and special activities are also incorporated into the curriculum.

Bible Time –The children will learn about Christianity through Bible stories, Bible verses, Christian songs, and prayers. By teaching the Bible through fun activities, children will find joy in learning God's Word and will share their love for the Lord with others.

Academics— The children will be introduced to the basic skills needed to be successful in kindergarten. These skills include (but are not limited to) recognition of letters and phonetic sounds, basic math concepts, shapes, pre-writing skills, listening and comprehension. They will also develop a sense of time and order as they use the calendar to record days, months and seasons.

There will be time to explore rhythm and movement, nursery rhymes, finger plays, games and songs.

Other parts of the preschool day (in no particular order) include:

- Free Play—in the different learning centers of the preschool to provide the children with many opportunities to learn through active involvement and social interaction. Some centers will change periodically to match the theme of the week;
- Outside/Large motor play—games and play designed to improve large motor skills to be played outside or in the gym;
- Small group time—to give more individualized instruction;
- Snack time;
- Large group time — for teacher-led activities, projects and stories.

On-going skills emphasized during our Pre-k 3 and Pre-k 4 programs are:

- Recognize first/last name in print;
- Find upper and lower case letters when named;
- Name basic colors and shapes;
- Recite numbers 1-20, count objects from 1-10;
- Dress independently;
- Speak clearly in front of a group;
- Use scissors with moderate control;
- Look at books from left to right;
- Develop large motor skills through games and activities;
- Play independently and with classmates;
- Listen to and follow simple directions;
- Participate in songs, finger plays, and circle time discussions;
- Control use of crayon, marker, pencil and paintbrush.

STAFF

The preschool staff are Christians dedicated to working with young children. As a staff, our goal is to promote a loving, Christ centered environment that teaches each child to see Christ in all they do and say both spiritually and academically. Each preschool teacher participates in continuing education in the areas of childhood development and developmentally-appropriate practice. Our teachers' help students develop new interests, learn good work habits, follow directions, socialize, share and establish self-direction. The teacher/student ratio is one to ten in preschool 3 and one to ten in preschool 4. Each class has a teacher and a full-time assistant.

PARENT INVOLVEMENT

“Parents are the real teachers. We are invited guest.” (Karen Hinley)

Family fun times are promoted by encouraging parents to spend time playing board games, cooking projects, family field trips and reading. As a parent, you are encouraged and welcome to be involved with the program. There are many ways to become involved: field trip chaperone, taking photographs, sharing your talents such as music, cooking or crafts, etc.

AGE REQUIREMENTS

For Pre-K 3, enrolled children must be 3-years-old by September 1.

For Pre-K 4, enrolled children must be 4-years-old by September 1.



TOILET TRAINING

Children must be toilet trained when classes begin in the fall. Pull-up pants are not permitted.

CLASSROOM MANAGEMENT AND DISCIPLINE

The reason we discipline children is to help them learn to love their Lord. Proverbs 29:15b and 29:17 say, “A child who gets his own way brings shame to his mother,” and, “Correct your son, and he will give you comfort; he will also delight your soul.” The Bible makes it clear that children need correction and guidance. Reproof speaks of verbal training, both in what to do and what not to do. We seek to follow the command of this verse by providing the children with clear guidelines of what is acceptable behavior. The rules are clearly explained and repeated often. Respect for those in authority is necessary.

Our first step to discipline will be through redirection and positive reinforcement of acceptable behavior. This positive approach encourages self-control, self-respect and cooperation among children. When misconduct occurs, it will be dealt with promptly, fairly and lovingly. A child may have to be removed from the group for a short time in order to regain personal self-control. If inappropriate behavior continues, then the child may have another short time out or a missed opportunity.

Parents will be contacted and consulted in the event there are persistent problems.

If the child exhibits uncontrollable behavior or threatens his own safety or the safety of others, his parents will be called to pick him up immediately.

All discipline will be based on biblical principles, e.g., restitution, apologies, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

There are five behaviors that will automatically necessitate discipline from the

administrator (versus the teacher). Those behaviors include:

- Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating and stealing.
- Rebellion-outright disobedience in response to instructions.
- Biting, spitting or fighting will result in suspension from school. Repeated incidents will result in expulsion from the program.
- Obscene, vulgar or profane language.

During the visit with the administrator, the administrator will determine the nature of the discipline.

We have found that positive motivation works successfully in the vast majority of cases. When the discipline merits, the parent is asked to come in and is encouraged to administer discipline personally and in private. After the child and parent have resolved the issue, we ask that the child be lovingly returned to class. Parents must realize that if a child's behavior is not in line with the rules then she forfeits her privilege of being enrolled at GCA.

PARENT-TEACHER CONFERENCES

We have one scheduled Parent-Teacher Conference Day each year in the beginning of November. The teacher will post a schedule of available times and ask the parents to sign up for an appointment. If at any other time during the school year you wish to speak privately with the teacher, please contact the teacher or the office to arrange a mutually convenient time for an appointment or phone call. If something is concerning you about your child, our program, or a specific incident that has occurred, please let us know so that we can reach a solution together. We do ask that you not engage the teacher or the assistant in lengthy conversations during the times they are with the children. It is important that the children receive the teacher's undivided attention during class time.

ILLNESS AND ABSENCE FROM SCHOOL

For your child's protection, as well as other children and our staff, you will need to keep your child home if he has any of the following:

- Fever of 100 degrees or more;
- Diarrhea and/or vomiting;
- Communicable diseases (strep throat, pink eye, etc.)
- Extreme discomfort that would limit the child's ability to participate in activities.



If your child has any of these symptoms, he or she should remain out of school for 24 hours. Any child with a fever must be fever-free (without the use of a fever reducing medication) for 24 hours before returning to school. Please notify the school of any contagious disease or illness your child may have, so we can notify other parents that their child may have been exposed. If a child becomes ill during the day, the parent will be notified to pick up the child.

Grace Christian Academy reserves the right to exclude enrolled children from attending if the child appears ill, overtired or unable to participate in the daily program.

MEDICATION

Maryland State law requires that the medicine administration form (DHR/CCA 1216 3/93) be signed by the doctor and by the child's parent before any medication can be administered in school. An over-the-counter medication form must be filled out and signed by the parent before it will be administered (this includes aspirin, cough drops, Chap Stick etc.). The parent must supply any over-the-counter medication a child may need. The school does not have a supply of over-the-counter medications. Both medication forms are available from the office or school nurse.



ARRIVAL AND DISMISSAL

GCA provides transportation to and from school for preschool students who have a sibling in a higher grade at the school. Otherwise, parents are responsible for transportation to and from school. Please be prompt. Your child will only be released to parents with legal custody, legal guardians, or persons named in writing on the emergency card. Teachers must know the adult or see identification before turning the child over to that adult's custody. Written notification is required when someone different will be picking up your child.

Arrival Times:

7:45 a.m. - Preschool students with siblings enrolled in the secondary program may enter the extended care classroom.

8:15 a.m. - Preschool students with siblings enrolled in the elementary program may enter the extended care classroom.

8:30 a.m. - All preschool students should be in the building. After 8:30, please report to the main office. Half day students must be signed in no later than 9:30 a.m. Students are not allowed to enter the program after 9:30 a.m. without prior notification.

Late Pick-Up:

Please arrive on time to pick up your child. A child left waiting can become quite upset. Parents will be charged a late fee. Late charges begin for half-day students at 12:00 p.m., full day students at 3:15 p.m., and aftercare students at 6:30 p.m. The late fee will be \$8.50 for every 15 minutes (or portion thereof).

INCLEMENT WEATHER POLICY

Our school follows Charles County public schools with regard to delays, early closings and cancellations.

- In case of a delay we will operate according to the following schedule.

One-hour delay:

9:00 a.m. – Half-day and full-day students with siblings enrolled in the secondary program may arrive.

9:15 a.m. – Half-day and full-day students with siblings enrolled in the elementary program may arrive.

9:30 a.m. – All other half-day and full-day students may arrive.

Two-hour Delay:

10:00 a.m. – Full-day students with siblings enrolled in the secondary program may arrive.

10:15 a.m. – Full-day students with siblings enrolled in the elementary program may arrive.

10:30 a.m. – All other full-day students may arrive.



UNIFORMS

Preschool experiences require many hands-on activities. While these are very meaningful to the children, they may also become very messy. We ask that you please have your children wear comfortable attire to school in which they are able to explore, play and even get dirty! Also, please make these uniforms easy to get into and out of for toileting purposes. You will also be asked to provide an extra set of uniforms that are seasonally appropriate in case any changes need to be made during the school day. All clothing and personal items should be marked with their name in permanent marker. Finally, we go outside frequently, so please make sure your child is dressed for the weather. Winter clothing should include mittens and hats.

Uniform Guidelines:

Please use the following uniform guidelines when dressing your child for school:

- Khaki or navy blue pants, shorts, skirts, jumpers or skorts. Please observe the 2 inch above the knee length rule when dressing your child in shorts, skirts or skorts.

Tops:

- Navy blue or white uniform shirts with GCA Logo is required

The following is **not** permitted:

- No long dresses;
- No sandals, crocks, or flip-flops;
- No jewelry such as necklaces, bracelets, rings or hoop earrings. These are choking hazards; and
- No bodysuits that snap in the crotch.

SNACKS/LUNCHES

All students need to bring a morning snack and should include two items from the USDA food plate: food item and drink, napkin and any utensils (straw, spoon, and fork). Drinks in glass containers are not permitted at school due to safety reasons. Please mark the outside of the lunch box with the child's name.

Lunch:

Full-day and extended care students need to bring an adequate lunch which includes four items from the USDA food plate, drink, napkins and any eating utensils. Half pints of milk are available for purchase on a daily or yearly basis.

SUPPLIES

Teachers create a list of supplies for families to contribute to the classroom. The supply lists is on our school's website or may accompany a welcome letter from the teacher(s) at the beginning of the school year. These supplies may include tissues, hand wipes, folders and glue sticks, etc. Supplies may be requested periodically throughout the year.

NAP/REST TIME

Children will need to bring a rolled nap mat and small blanket. All items should be labeled and brought to school in a bag made from a pillowcase (for easy storage). All bedding will be sent home on Fridays to be laundered.

TOYS FROM HOME

Children are not allowed to bring toys from home unless it is for "Show and Tell". Personal toys from home may cause problems, and we cannot ensure that the toy will not be broken. The preschool is equipped with many toys for everyone to use. If your child has a "security toy" which he/she wishes to bring to school he/she will be asked to keep the item in their tote bag while school is in session.

BIRTHDAYS/SPECIAL TREATS

We celebrate each child's birthday. If you would like to bring in a special snack, please notify your child's teacher ahead of time so she can plan accordingly. All treats must be "NUT" free and accompanied with a list of ingredients or the ingredient label from the container. Please avoid large portions as the children seldom finish eating a large treat. We request that birthday party invitations NOT be distributed at school, unless there is an invitation for each child in the class.



FIELD TRIPS

Field trips may be scheduled at various times during the year. In order for a child to participate, notices sent home by the teacher must be signed for permission to participate and returned before the trip takes place. Each child is expected to ride the bus with the class to the field trip however; he may be signed out at the end of the trip and leave with his parent. On occasions we will need parent volunteers to chaperone field trips. Younger siblings may not attend preschool field trips.

FIELD TRIP CHAPERONES

Field trips are meant to be both educational and enjoyable. We appreciate the help of any parent who is willing to volunteer as a chaperone on a class trip. Please remember that some trips are limited in the number of chaperones allowed, and depending on class size, chaperones may not always have school transportation to a destination.

To help a parent understand the job of a chaperone, the following guidelines have been established. The classroom teacher will discuss any specific responsibilities at a particular site at that time.

- Cell phones need to be turned off during a field trip.
- Stay with the group assigned to you and keep them together.
- All school rules apply.
- Children are expected to obey and respect your authority. No talking back or questioning the directions is allowed.
- Do not show favoritism toward any student or group of students.
- Please enforce the rules given by the teacher or guide.
- Students are expected to walk with (not in front of) their chaperone at all times.
- Make sure students are listening and looking at the speaker.
- Do not leave the area for any reason without notifying the teacher.
- If a chaperone is able to ride on a bus, the following bus rules apply to all trips:
 - Keep arms and hands inside the bus at all times.
 - Remain seated during the duration of the trip.
 - Conversations are to be in quiet tones.
 - Students are to sit up and face the front of the bus while it is moving.
 - If a teacher raises her hand during the ride, all talking is to cease immediately.

These rules will help the students get the most out of a field trip, and help the chaperone understand his or her role on a trip.

SPECIAL TIPS FOR A POSITIVE PRESCHOOL EXPERIENCE

- Your attitude is contagious! Be positive and confident about your decision to enroll your child in preschool. Your little one will reflect your confidence and positive attitude.
- When dropping off your child in the morning, don't linger but be sure to tell your child good-bye and remind them that you will be there to pick them up in a little while. A quick, clean, confident break will be best for both you and your child. As soon as you are gone, your child will quickly become absorbed in the activities of the day.
- Be sure your child gets plenty of sleep and a good breakfast before coming to school.
- Encourage your child to tell you about his or her day at school. Look for the positives and don't dwell on any negative experience. Ask specific questions such as, "Who did you play with?" "What story did you listen to today?" etc. However, don't press the issue if your child doesn't seem to have much to say – some children just don't keep their parents informed as well as others!
- Check with the teacher for activities you can do at home to carry through on the things done in school. Let your child teach you finger plays and songs. If special recipes are used in school, try making them at home. Your interest and involvement will give your child a great sense of achievement and importance.
- Please read all papers and newsletters, which are sent home with your child. Watch for notes and announcements posted outside your child's class or on the parent information bulletin board. Stay informed so your child won't miss out on any of the fun!