



Welcome to NorthPointe Christian Pre-School. We are glad you are here and are eager to get to know your child and work with you in teaching them and planting the seed of God's word in their hearts. The following handbook will provide valuable information about our program and is designed to be a handy reference for you throughout the school year.

The purpose of our program is two-fold. The Pre-School will provide a safe, stimulating, loving, and Christian environment for those enrolled. The staff is dedicated to the full and complete development of each child's potential. The physical, mental, social, emotional, moral, and creative development of each child will be the major objectives of the program. Our desire is to help the children learn through a structured and flexible environment.

The school will also strive to help parents develop an interest in their child's education. The relationship of the school to the child and his/her parents will be one of complete openness and honesty. It is our desire that we enjoy a happy relationship with you and your child. If any concerns develop, please feel free to contact the school. We wish to share with you in a truly loving and caring experience.

This handbook contains specific information and requirements set forth by NorthPointe Christian School and the State of Michigan. After reading this booklet, please sign the Handbook Verification form at the back of the book stating that you have received, read, and understand this information. This verification will be kept in your child's file and must be turned in within 30 days of his/her enrollment.

Training Children for Christ,

Julie Childers,
Pre-School Teacher

➤ Mission Statement

Our mission is ***“Preparing students to impact their world for Jesus Christ!”*** We purpose to honor God by providing quality care and facilitating growth in the lives of young children in a loving and safe environment where they can develop spiritually as they grow emotionally, physically, cognitively, and socially.

We purpose to provide a Christian service to the families and children of the community.

We purpose to support the values of the Christian home.

We purpose to provide facilities where all are welcome regardless of race, color, sex, nationality, or ethnic origin in the administration of its admission policies.

➤ Philosophy of Education

Parents are the child's first and most influential teachers. The interaction of the young child with his/her parents begins to mold the child's personality, self-image, and emotional stability. In turn, this interaction forms the foundation for both his/her attitude toward, and potential for learning.

Our Pre-Kindergarten curriculum is a foundational program for three and four year old children. It is planned to guide the activities of young children in a group situation.

In Luke 2:52 we read: "And Jesus increased in wisdom and stature and in Favor with God and men." The following goals form the basis of the Pre-School program.

Wisdom (mental ability)

- * Growth in sustained listening.
- * Ability to identify objects according to color, size, shape and function.
- * Ability to recognize sequence of events.
- * Ability to recognize colors and shapes.
- * Ability to identify alphabet letters and numbers 1-10.
- * Ability to count 1-10.

Stature (physical development)

- * Growth in locomotor skills (hopping, skipping, jumping, with both feet etc.).
- * Growth in manipulative skills.
- * Ability to manipulate blocks, scissors, crayons, and pencils correctly.
- * Ability to control scissors, to paste, fold paper, and button.
- * Ability to track handwriting strokes.
- * Growth in desire to participate in outdoor play activities.

Favor with God (spiritual development)

- * Ability to recite Scripture verses.
- * Growth in desire to listen to and apply principles of God's Word.

Favor with Men (social development)

- * Growth in self-help skills.
- * Growth in self-control.
- * Ability to follow directions.
- * Ability to wait for his/her turn.
- * Ability to share responsibility.
- * Ability to understand the concept of ownership.
- * Growth in courteousness and thoughtfulness.
- * Ability to respect authority and know the importance of obedience.

➤ **Schedule of Operation**

The NorthPointe Christian Pre-School is for children three, four, and five years of age. Pre-School usually begins after Labor Day and ends the week before Memorial Day for approximately 90 days in session.

You will be provided with a school calendar at the beginning of the school year to help in your planning. The Pre-School program follows the NorthPointe Christian Schools yearly calendar, closing for the same holidays and vacations.

➤ **Enrollment**

The Pre-School program will be offered for children who have turned three before the suggested date of December 1st. Children should be toilet trained and be able to take care of themselves in the bathroom.

There is an annual application fee of \$30.00 per Pre-School family, which is non-refundable and not applicable toward tuition. This \$30.00 fee reserves your child's place in the Pre-School class and will help toward the cost of the Pre-School curriculum and supplies. This fee is due on the day of application.

➤ **Terms of Payment**

The tuition for our Pre-School program is payable monthly or annually.

Your tuition can be paid as follows:

- A) Tuition paid in full on or before July 20th will earn a 2% discount.
- B) Tuition can be paid as nine equal monthly payments.

➤ **Method of Payment**

Please make payments by check or money order. We cannot be responsible for cash payments sent by mail or given by any other manner.

Payments should be sent by mail or delivered in person to the administration office:

NorthPointe Christian Schools
3101 Leonard NE
Grand Rapids, MI 49525

➤ **Past Due Payments**

In order for the school to meet its payroll and other obligations in a timely manner, it is important that tuition payments arrive **on or before the 20th of each month**. Failure to do so will lead to the following:

- A. After 10 days a late charge of \$15.00 is assessed.
- B. No student will be allowed to start a new semester until the previous semester's bill has been paid or arrangements have been made with the business office.
- C. There will be a \$25.00 charge for checks returned due to non-sufficient funds.

➤ **Withdrawal Policy**

If it becomes necessary for you to withdraw your child from school, please notify the school office in writing 30 days prior to the date of withdrawal, or you will be responsible for the next month's tuition.

Parents may be asked to withdraw a child from our Pre-school for failure to pay for services or if the child exhibits behavior that is aggressive or disruptive to other children present.

➤ **Health Policy**

A health appraisal form will be provided upon the child's enrollment into Pre-Kindergarten. The form **must** be completed and signed by a physician or authorized medical professional.

Each child is required by state regulations to have on file a completed health appraisal form, which will include:

- A record of up-to-date immunizations
- A medical examination
- The signature of the child's source of medical care
- Copy of Birth Certificate
- Vision and Hearing Screening

➤ **Emergency Contact Information Card**

An emergency contact information card must be completed and returned to the school office before the child's first day of Pre-School.

➤ **Illness**

If your child becomes ill while at school, you will be called immediately. The child will remain under adult supervision until the parent or authorized person arrives to take the child home.

➤ **Communicable Diseases**

In the event a child contracts a communicable disease and exposes the other children, all parents will be notified. The ill child will not be able to return to Preschool until the period of contagion has passed. For the benefit of the health of all children, please see that you keep your child home when any of these symptoms occur: contagious skin rash, headache accompanied by a fever, temperature above normal, excessive runny nose, constant cough, nausea or vomiting, draining sores, red or watery eyes, diarrhea, sore throat not caused by allergies, or indications of head lice.

➤ **Procedures for Sanitizing**

Staff will properly disinfect toys, classroom equipment and all work surfaces with disinfectants registered by the US Environmental Protection Agency. Staff members shall exercise Universal precautions regarding the handling of body fluids as directed by the Occupational Safety and Health Administration. This includes, but is not limited to, using gloves as a protective barrier in cleaning up blood, attending to minor medical needs, cleaning toileting accidents, or cleaning up vomit. Regulated medical waste will be disposed of in appropriately approved containers.

➤ **Accidents**

In the event of any accident, assessment and treatment of the injury will be given under the supervision of the teacher. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an accident report form that requires the signature of the parent.

➤ **Absentee Call-in Procedure**

It is the policy of NorthPointe Christian that a parent is to call the school office at 363-4869 before the school day begins, if your child will be absent. Your cooperation is appreciated.

➤ **Medication**

Medication will be given only with a written order or prescription from a physician that comes from the child's parent or guardian. We do not give over-the-counter medication unless we have a written note from a parent or guardian. This includes cough syrup, aspirin, allergy medications, etc. All prescribed medications must be in their original container with attached instructions. A parent or guardian must sign the medication release stating what the medication is, the quantity to be given, and the time when the medication is to be administered.

Please have a signed note from your physician stating any food allergies that your child may have.

➤ **Transportation/Drop off & Pick up Information**

Hours:	Hours: 7:50-8:30 Before School Care
	8:30-11:15 AM Half-Day Class
	11:15-12:00 Lunch
	12:00-2:45 Half-Day Class

Please help your child hang up their coat and backpack and direct them to their seat to begin. Parents are encouraged to use the entrance off College. The door will be unlocked in the A.M. otherwise please use the front entrance. At the close of school come into the building and wait in the hall outside our class until the children are dismissed.

There is a red/green dot on the College entrance. Red indicates the door is locked. Green indicates the door is unlocked.

➤ **Emergency Evacuation Plan**

In the event of a tornado watch in Kent County, children will continue with activities. The conditions will be monitored closely by staff. In the event of a tornado warning, children will be escorted to designated places in the building. They will remain there with staff supervision until the Public Safety Department sounds the all clear.

Fire drills are held regularly in order to familiarize the children with proper and safe procedures for emergency exit of the building. In the event of smoke or fire in the building, children will be evacuated according to posted evacuation routes. Staff persons will be responsible for the child count in their group. Staff who are not responsible for a group of children will check bathrooms, classrooms, and other areas to ensure all children are out of the building. The school is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

➤ **School Closing Policy**

If it becomes necessary to close school due to inclement weather, the principal will notify the appropriate news media. If the school must close due to weather or unforeseen circumstances, there will be no allowances made for tuition reimbursement.

➤ **Child Abuse Policy**

The staff of NorthPointe Christian Pre-School is required by Michigan State law to report any suspicion of child abuse.

➤ **Dress Code Policy**

Personal appearance relates directly to our personal testimony for Jesus Christ. Therefore, students and parents are expected to evidence Christian discernment in this area (1 Timothy 4: 12). Even as there is appropriate clothing for different activities in life, so too there is appropriate clothing for school dress.

Our parents and students are expected to use good taste and judgment in the choice of dress. The emphasis is on modesty, neatness, and moderation. Evaluation will be made on an individual basis should there be questionable areas.

Note: In order to set an example for our students, parents and friends who come to help in the education of our students should adhere to our school dress code.

Boys and girls: Outdoor jackets, coats, boots and hats may not be worn during class.

➤ **Discipline Policy**

Discipline has an important place in the Pre-School program at NorthPointe Christian Schools. Parents and teachers will need to work together in order to be consistent and effective in training children to make appropriate choices in a classroom setting.

Our main goal is to create a spirit of cooperation and respect and not one of competition. Each day we help each other learn and grow in many ways.

Our class rules go along with our five senses; they are:

- Walking feet
- Listening ears
- Watchful eyes
- Indoor voices
- Kind hands

For some behavior problems, a child will be set in a "time out" chair for a short period of time or removed from the group. The teacher will then review the problem with the child. He or she will then be invited to rejoin the group. In the case of an ongoing discipline problem, the parent will be contacted. The main emphasis will be on good behavior that will be encouraged and reinforced with praise.

➤ **Parent Involvement**

We welcome parent involvement in the Pre-School classroom. We feel that it benefits not only the Pre-School, but the parent and child as well. Parent participation enables the teacher to offer a variety of creative activities for the students; therefore, parents are encouraged to participate in the classroom as a helper. Other ways that parents can participate in the Pre-School experience are by chaperoning on Pre-School field trips, helping with special day theme events, and other special activities. Please keep in mind that we have a *No Siblings Policy* for parents who are volunteering in the classroom.

➤ **Field Trips**

Field trips are an integral part of the Pre-School experience. They enhance learning by offering opportunities not available in the classroom. Parents will be notified of an upcoming field trip at least two weeks in advance. Three year olds cannot ride the school bus, therefore parents are asked to meet us at all field trips; younger siblings may come along.

➤ Snacks

Teachers will distribute snacks that were sent in at the beginning of the year. Each child will be offered water with their snack.

➤ Personal Hygiene

All possible provisions have been made to assure that teachers and children follow appropriate rules of personal hygiene. Anti-bacterial soap is used for hand washing before snacks and after toilet use. Disposable paper towels are used for drying hands. The recommended guidelines for all staff, parent helpers and children regarding hand washing are as follows:

Use soap and running water

Rub hands together vigorously

Wash all parts of the hands including back of hands, wrists, between fingers and under fingernails.

Rinse hands well, leaving the water running

Dry hands with a single use paper towel.

Turn off the water using a paper towel instead of bare hands.

Staff, children and parent helpers should wash their hands upon arrival to Pre-Kindergarten, after using a tissue for any reason, after cleaning up body fluid events, after toileting, after playing outside, before eating and after handling pets.

➤ Pre-School Supplies

Parents need to provide the following items for children enrolled in Pre-School. We will share the items that are starred (*), so please do not label them.

1 box of 5 oz paper cups*

1 full size backpack (labeled with your child's name)

1 folder with pockets

2 boxes or containers of crackers for snack

5 Elmer's glue sticks

1 Elmer's washable white school glue

1 fine point dry erase marker

Last name A-M -1 roll of paper towels

Last name A-M -8 pack Crayola markers (primary colors)

Last name N-Z - 1 box of Tissue

Last name N-Z - 24 pack of Crayola crayons

Please have an extra set of underwear and pants in your child's backpack each day for accidents.

The school will provide markers, pencils, and scissors. There will also be an opportunity at the Open House to sign up for other small items we will need throughout the year.

➤ **Parent Communications**

We want to do our best to keep all our families informed about what is happening here at NorthPointe Christian Schools. Parents need to be aware of several very important forms of communication that we use.

The teacher will send home a newsletter containing specific class information. Progress reports will be sent home two times throughout the year to let the parent know of their child's progress. Parent/teacher conferences can be set up anytime they are needed by either the parent or the teacher.

Please understand that the children come first during the class time; therefore, during the start of the day and during dismissal time the teacher is not available for long conversations. The teacher will be happy to talk with you after the children are dismissed.

At the beginning of each month updates and other information will be posted on the bulletin board outside the Pre-School classroom.

➤ **Methods of Teaching**

- Zoophonics
- Handwriting Without Tears
- Math Their Way
- Centers – learning through play
- Abeka Bible Series

➤ **Ways for Parents to help**

- Pray for us
- Bring in needed supplies
- Sign up to help in the classroom, on fieldtrip and for class parties. (Sign-up sheets will be posted on the bulletin board outside our room.)
- Check and empty your child's folder each day
- Pack an extra pair of underwear and pants in your child's backpack in case there is an accident at school.



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CHRISTIAN SCHOOLS

Please sign and complete the following form and return it to NorthPointe Christian Pre-School by 9/19/11.

I have read the NorthPointe Christian Pre-School handbook and agree to follow the guidelines and policies stated therein.

I give my consent to allow my child to participate in any and all normal childhood activities, both indoors and outdoors, at NorthPointe Christian Pre-School, including any field trips I permit my child to attend. Should a medical emergency arise, the NorthPointe Christian School leaders or supervisors of the event have my permission to obtain any necessary emergency care for my son/daughter. I agree to hold NorthPointe Christian School, its employees and volunteers harmless for any claim, action, that might arise on behalf of myself, or my son/daughter, other than the willful, wanton, or reckless misconduct of NorthPointe Christian School, its employees, or volunteers. The school and staff are not responsible for the loss of my child's belongings (clothing, toys, glasses, etc.) while participating in the above activities.

I consent to my child's participation in evaluations and pictures connected with the Pre-School provided advance notification is given if possible.

Date: _____

Name of child: _____

Name of parent/guardian: _____

Signature: _____

**Please return this completed form to the
school office or Pre-School Teacher by 9/19/11**