

**SPRING CREEK**

**CHRISTIAN PRESCHOOL**

**Parent Handbook**

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*“Educating for Eternity”*

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## I. PRESCHOOLERS! WHAT ARE THEY LIKE?

A Preschooler will pass through certain stages of development, but this doesn't mean that we "shrug" off their behavior and say, "They're just going through a stage." Children do go through stages, but they should go through those stages with firm, kind, and intelligent adult guidance.

Preschoolers are growing rapidly. Their muscles are saying "wiggle," while their teacher is saying, "sit still."

Two's and three's like to play chase, jump, run, climb, and stretch. They have little judgment; therefore, they can "get in, but can't get out; climb up, but can't climb down."

The four-year-old is a tattletale, extremely active, sometimes clumsy, boisterous, noisy, plays rough, likes to show off, and will act up for attention. They will call each other names and threaten "never to play with you again."

The five-year-old has calmed down. They are active, know what they are doing, and want to tell about it. For the most part, life with the five-year-old is calm. It's a delightful outgoing age for a child to be. They are affectionate, friendly, outgoing, and love fun stories.

With active, awkward preschoolers, things are bound to happen. Spills and making a mess are usually accidents, not deliberate. A child should never be berated for an accident but should instead be taught to help clean up the mess.

Restlessness, being cranky, whining, or blinking the eyes is usually a sign of fatigue, tension, or illness.

When drawing they make the most important things the biggest, so they might draw a picture of themselves towering over the houses and trees.

Two's and three's will not care so much about showing their work to their parents, as does the four- and five-year-old. The five-year-old's want you to admire their work and praise them for it. After all, what are refrigerators for?

Sharing doesn't come naturally. It has to be taught. The easiest way to teach a child to share is to praise and commend them when you see that they are sharing.

All preschoolers must learn to take turns talking and listening. The child will be more ready to listen to you if they know you will listen to them. Much effort has to be spent teaching them not to interrupt.

Preschoolers should never be allowed to hit each other or call each other names. Temper tantrums should never be allowed to succeed. The tantrums will subside when children see it is not getting them anywhere. A harsh word can upset them greatly, and a few gentle words can make all the difference in the world.

The preschooler's ability to learn is astonishing. Their cup of curiosity is filled to the brim and running over. They like surprises and guessing about things. They learn by asking questions and believe everything they hear. They forget easily; therefore, much repetition is necessary, and the young child loves it.

They think of God as being like people they know. They learn about God from listening to and watching you. What you say can have a lasting impact. Never tell a child that God will stop loving them if they are bad.

**They're cute and cuddly, bursting with energy.  
They love to talk and taste and touch.  
They're full of life, and they admire adults.**

**They're also cranky sometimes.  
They say "Mine!" and can't sit still for long.  
They tend to color and glue what they aren't  
Supposed to—the tabletop, for example,  
Or Jimmy's left arm.**

**Preschoolers! They're God's gift to you.**

## II. PRESCHOOL IS FULL OF ACTIVITY

**Chapel** is a time of singing and a Bible lesson each week.

**Field Trips:** Park, Pumpkin Patch and Strawberry Patch

**Professional and Career Persons** are invited to visit classes throughout the year.

**Curriculum Related Activities:** Grandparents' Day, Gingerbread Man Week, Pet Show Week, Dr. Seuss Week, Circus Day, Spirit Week, and God-Loves-Me-Day.

**Parent-Teacher Communication:** Weekly reports of class activities and skills taught. Yearly calendar of all activities, events, holidays, etc.

**Individual and Class Pictures.**

## III. OUR PURPOSE

We provide childcare for working parents in a loving Christian atmosphere. Our program is designed to be an extension of the home; our staff to be an extension of the parent. Daycare is open from 6 a.m. until 6 p.m. and provides childcare for ages 2 through 5.

We maintain the concept of developing the total child and meeting their needs. We realize the demanding responsibility involved in the proper care and training of children and pride ourselves in being a "learning center" rather than a babysitting service.

## IV. OUR PROGRAM

Our curriculum is provided by Abeka Book out of Pensacola, Florida.

### A. TWO- AND THREE-YEAR-OLD NURSERY SCHOOL

These children are introduced to new and exciting experiences in the fundamental skills of reading readiness. The **Numbers and Phonics** workbooks teach number concepts and letter recognition. Emphasis is placed on letter sounds as well as recognition, so that the children begin to form the foundations for reading.

The curriculum includes health, safety, manners, art, and adventures in learning about the world around them. Correct color choices and basic shapes are taught. Puzzles, clay, and play activities aid in developing self-control and coordination.

### B. FOUR-YEAR-OLD KINDERGARTEN

Growth and change are rapid in this age group. The children are building on the foundational skills they attain in phonics and number readiness. Letter sounds are blended and simple reading begins. The “**ABC-123**” workbook reinforces these concepts, and the children begin to write on lined paper. We strive to keep all activities “fun,” but each has a teaching purpose. Readiness activities include art, poetry, music, drama, storytelling, puzzles, clay, rhythm band, and more.

## V. FACULTY

Our teachers and helpers are hired on the basis of the following criteria:

#### **Christian Character:**

A thorough check is made to examine the background and reputation of all employees. We feel this is one of the reasons why our program receives such high marks.

#### **Academic Qualification:**

All of our teachers meet the high standards set by our school board. Early schooling is extremely important; therefore, our staff must be able to meet the challenges set forth.

#### **Love of Children:**

Though academic qualifications and good reputation are important, alone they are not sufficient. The essential quality of love for the children makes the difference.

## VI. GENERAL INFORMATION

### A. ADMISSION PROCEDURES

Set up an interview time with the director. Submit an application accompanied by a copy of immunization records and birth certificate and pay the Registration Fee.

### B. CHURCH ATTENDANCE

Spring Creek Christian Preschool is a ministry of Spring Creek Baptist Church. Students are not required to be a member of this church, but the expectation is that both students and parents will be members of and attending a Bible believing church.

### C. CHAPEL

Chapel services are held once a week and are geared to students' age and understanding. This is a special event that the students enjoy.

### D. BIBLE

In the daily Bible time the children learn selected memory verses from each month and sing Bible songs. They learn to pray a simple "thank you" prayer and share their own prayer requests. They are taught basic Biblical principles (such as Christian attitudes and actions and our love for God and God's love for us) through the use of visualized Bible stories. These basic truths encourage the child's natural ability to trust God.

### E. PARENTAL INVOLVEMENT

Parent-teacher meetings and conferences promote a good understanding between parents/guardians and the faculty/administration of the school. Every parent needs to participate in these informative and helpful meetings.

If it is possible for you to help as a "ROOM MOM" or as a sponsor for a field trip or party, please notify your child's teacher in advance. Your involvement will be welcomed and is encouraged.

### F. ABSENCES

Please notify us if your child is to be absent for any reason.

### G. TARDIES

**It is important that your children are here on time so they may start the day with their class. Classes begin promptly at 8 a.m.!**

*If students are going to be late, we ask that you please call the office before **9 a.m.** so that each child may be placed on the lunch count for the day.*

## H. WITHDRAWALS

If you find it necessary to withdraw your child from school, please give the preschool office at least one week's notice, as well as notifying the child's teacher. Those waiting for a vacancy will need time to change their schedule.

When a student is enrolled in Spring Creek Christian Preschool, parents are accepting financial responsibility for the whole year's tuition. If a student is withdrawn before the end of the year, parents remain liable for paying the full year's tuition. The only exception would be for families with job-related transfers. In that case, a letter needs to be written to the preschool director stating the reason for withdrawal and asking for a release from financial liability. This rule is implemented at the Director's discretion.

## I. FEES

Monthly tuition payments are due by the **1<sup>st</sup>** of each month, or the first business day of that month. If payments are not received by the **5<sup>th</sup>** of the month, a **Service Charge of \$1 per business day** will be added to your bill; after **(10) ten days**, your child/children will be removed from school until full payment is made.

Our classroom teachers are caring for your children and are **not** equipped to receive tuition payments. We ask that you make these payments at the preschool office or black box **ONLY**.

## J. SERVICE CHARGE

There will be a **\$25** service charge on all returned checks. The returned check and service charge **MUST** be paid in **CASH** in order to clear the debt.

## K. LATE CHARGE

Any child left in daycare after **6 p.m.** will have a late charge of **\$5** per child until **6:15 p.m.** and an additional fee of **\$2** per child for every **(5) five minutes** thereafter.

## L. NON-PAYMENT OF TUITION

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees for that month. By signing the **Application** and **Financial Agreement**, you are authorizing SCCP to withhold student records until tuition and other fees are paid in full.

## VII. DRESS CODE

The school administration will determine the dress code for each school year.

Uniforms are for daily school wear. The uniform for girls are blue dresses and for the boys are blue shirts or sweatshirts with the school's logo and long pants. Jackets with the school's logo are available to wear in addition to the daily uniform.

## A. GIRLS

**Dresses and skirts:** Dresses and skirts must come to the knee. Sleeveless is permitted as long as there are no low cut back or necklines, or gaping armholes. A blouse should be worn underneath if necessary. Biking shorts or leggings are permitted under dresses and skirts for modesty. **Please note: Although leggings are worn underneath, the dress or skirt still has to be knee length.**

**Shirts.** Pullovers or traditional shirts may be worn. Shirts may not have anything that would go against our Biblical beliefs. Such as: Tobacco products, alcohol, drug related material, Hollywood movie stars, or musicians from any genre. Disney and cartoon characters are permitted, as long as they do not promote anything violent in nature. No skulls.

**Socks.** Socks must be worn at all times and be in good condition, clean, and without holes.

**Shoes.** Tennis shoes, casual type shoes, or dress shoes may be worn. No sandals are permitted. Shoes must be clean, without holes, and in good repair. Shoes with holes in them, such as Crocs, are not recommended, due to the mulch on the playground.

**Hair.** Must be clean, combed, and styled in such a way that it is controlled away from the eyes. Extremely short or fad haircuts are not allowed.

**Jewelry.** Girls may wear small earrings and necklaces. Bracelets and watches can be a distraction, and not recommended. No rings due to them being a choking hazard. Only one earring in each ear is allowed. This will be worn on the ear lobe. No toe rings or ankle bracelets allowed.

**Makeup.** Only light-colored nail polish, if any, may be worn. No makeup is allowed.

**Other.** No fake tattoos are permitted.

## B. BOYS

**Pants.** Shorts are not allowed. Pants are to be in good condition, not badly faded out, or with patches or holes.

**Shirts.** Pullovers or traditional shirts may be worn. Shirts may not have emblems that advertise anything that would go against our Biblical beliefs. Such as: Tobacco products, alcohol, drug related material, Hollywood movie stars, or musicians from any genre. Disney and cartoon characters are permitted, as long as they do not promote anything scary, or violent in nature.

**Socks.** Must be worn at all times and be in good condition, clean, and without holes.

**Shoes.** Tennis shoes, casual type shoes, or dress shoes may be worn. No sandals are permitted. All shoes are to be clean, without holes, and in good repair. Shoes with holes in them, such as Crocs, are not recommended due to the mulch on the playground.

**Hair.** Must be trimmed in the back and must not hang over the collar. Hair on the sides of the head must be tapered so that it does not touch the ear. Hair is to be neatly cut and combed so that it is no lower than the middle of the forehead—approximately two fingers above the eyebrows. No fad haircuts of any kind.

**Jewelry.** Necklaces, earrings, or bracelets are not permitted. Watches can be a distraction, and not recommended.

**Other.** No male students are permitted to have tattoo or body piercing.

**NOTE:** Any article of clothing the Administration feels is not appropriate will not be allowed. The administration reserves the right to determine if dress or appearance is appropriate. Parents will be notified of inappropriate dress or appearance and will be given the necessary steps for correcting the problem. We will do our best to keep up with hair accessories and jewelry, but please do not hold us responsible for lost items.

## VIII. MEDICAL GUIDELINES

### A. HEALTH

All students must be current on immunizations required by the state, and we must have these records on file.

If your child should need medical attention, the director will call the parent or family doctor, in that order.

If your child should develop a fever, severe headache, or other signs of illness while at school, we will contact you immediately. We will give children's Tylenol as needed ONLY if we have written authorization to do so.

Keep children at home if they have any symptoms such as fever, rash, vomiting, diarrhea, eye infection or severe sinus infection (thick green mucus). Please notify us promptly of any illness. This will protect your child, as well as others. After any illness, **a child must be free of symptoms for 24 hours before returning to school.**

### B. MEDICATION

If your child needs medicine, and it must be given at school, we can administer it for you. However, you must fill out a **Medication Release Form** giving us specific information concerning exact dosage, time, and content. You may come to the preschool office and fill out this form when the service is needed.

## IX. PROGRESS REPORTS

We will send home a progress report twice a year. This allows parents to see the student's improvement in different areas.

## X. PRESCHOOL POLICIES

### A. ENROLLMENT

The school admits any student regardless of race, color, or ethnic origin. The director will use discretion according to the student's behavior and learning abilities.

### B. TOYS

Educational toys are provided at school. Children are **not allowed** to bring toys from home. Educational items for "show and tell" may be brought on special days only.

### C. BIRTHDAYS

You may serve a special snack for your child's birthday. Birthday party invitations may be given out at school if every child in the class receives one.

### D. BOOK-BAGS or BACKPACKS

The children's work is sent home on Friday. The teachers may send home information on what the children have learned during the week, or coming events.

### E. RECEPTION AREA

Children arriving at the school must be brought into the Preschool Lobby by an adult. A Preschool Staff Member will meet you and walk your children to their classes.

### F. CHANGE OF CLOTHING

**All students** need a full change of clothing (shirt, pants or dress, socks and underwear) in a gallon size Ziploc bag to be kept at school in case of sudden illness, etc. All clothing and personal belongings that are brought to school **MUST** be labeled with the child's name. These things can easily be lost, and we cannot be responsible for lost articles. All clothing must meet the school dress code guidelines.

### G. FIELD TRIPS

A letter from the teacher or director will notify parents when a field trip is scheduled. Each outing is a privilege and is designed to enrich learning. The field trips' cost will be minimal, but it must be paid by the parent.

### H. PARENT DRESS CODE

We expect all parents to be in agreement with the school dress standards. We ask that no shorts, halter-tops, or revealing attire be worn when bringing or picking up children.

Smoking or alcoholic beverages will not be tolerated on school grounds.

## **I. VISITORS**

We have no objection to parents visiting in the classroom. However, we are not ideally equipped for this. It is better if the children cannot see parents because their behavior is not usually the same when they are being watched. If you do wish to visit, please make an appointment in advance so we can arrange a time when we will not be playing outdoors or out of the classroom for another activity.

All visitors must go to the office before being admitted to the classroom area and must observe our dress code. Visits are limited to 30 minutes.

## **J. MEALS**

Lunch will be served daily. Menus are sent home on a monthly basis.

Half-day students will be able to eat lunch before leaving at noon. A child who stays for lunch should be picked up by 12:00 p.m. unless you have made arrangements for daycare.

Breakfast of cereal and milk will be provided at no cost. All will eat breakfast together between **7 – 7:30am**. **No breakfast will be served after 7:45 a.m.**

## **K. SNACKS**

Along with the well-balanced lunch meal, the children are provided with two snacks a day (on Fridays a child may be asked to bring a special snack to share with the whole class; please check with their teacher first).

## **L. RECESS**

Schedules allow for at least two 30-minute recess times each day.

## **M. STANDARDS OF CONDUCT**

Students are expected to act in an orderly, respectful manner; maintaining Christian courtesy, kindness, good language, and honesty.

## **N. GENERAL SCHOOL RULES**

- No talking in class without permission.
- Never get out of seat without permission.
- The “teacher’s desk” is off-limits to all students.
- Gum chewing is not permitted at school.
- The dress code must be observed.
- Each student must respect the property of others.
- Whining, complaining, and temper tantrums are not tolerated.
- Running in the building is not allowed.
- Children are not allowed in the kitchen.

- Must keep “hands off” of other students.

## O. SLANTED NEWS

There will be times when students bring home news slanted by emotions or misinformation. We encourage you to support the school and to check with the director for additional information whenever there is any question concerning an incident.

## XI. DISCIPLINE

If a behavior problem should develop with your child, we will notify you early before the problem becomes more involved.

Please feel free to set up an appointment for a conference with the teacher or director at any time. We believe that discipline is something you do FOR a child, not something you do TO a child. Discipline in the environment is positive and preventative. Proper, corrective discipline is not punishment; it is patient, prayerful guidance. Here are general step-by-step procedures that we follow:

1. **Child-Teacher Conference.** To teach the child what he has done wrong and warn of consequences.
2. **Time Out or Loss of Privilege.** The student may have to take a “time-out” or lose a portion of recess time or a special classroom privilege. A note may be sent home at the teacher’s discretion.
3. **Child-Director Conference.** The director will patiently counsel the child from Scripture; perhaps assign a task to the child that is appropriate to the situation and offense. A note will be sent home to inform you.
4. **Parent-Teacher Conference.** We will sit down together and analyze the problem and plan together a way to correct it. This conference may include the director if deemed helpful, and the child may be included in a portion of the conference.
5. **Corporal Correction.** We will NOT administer corporal correction to your child.
6. **We reserve the right to dismiss a child from school if the behavior problem still continues after applying much prayer and patient counseling and implementing the above corrective measures.**

**“THE FEAR OF THE LORD IS THE BEGINNING OF KNOWLEDGE”  
-Proverbs 1:7a**

If you have any questions about this handbook, please feel free to call the preschool office at (919)658-1318.

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