

Macomb Christian School Early Education Center

**Quality Education for God's Little Learners,
in a Loving, Caring Environment**

Ages 2.9 (33 months) -12 years old

6:30am-6:00pm

Monday thru Friday

State Licensed and Approved

PARENT HANDBOOK



Macomb Christian Schools
28501 Lorraine
Warren, MI 48093

Early Education Center (586) 751-4970

K-12th grade (586) 751-8980

Fax (586) 751-7946

www.macombchristianschools.org

MCS Purpose

The MCS EEC strives to emulate God's commandments in meeting the spiritual, health/safety, physical, intellectual, and social/emotional needs of children by providing a loving, nurturing, educational environment that is an extension of the Christian home. A Christian school should seek to cause the student to learn in school what he is to learn in all of life-the "fear of the Lord" by introducing the child to principles which result in an abundant and eternal life (Proverbs 2:20,21). In New Testament terms, the purpose is to build up the child to a mature person, thoroughly equipped for every kind of good work (II Timothy 3:15; Ephesians 4:13-14). By encouraging each child to take every thought captive to the obedience of Christ (II Corinthians 10:5), this will instill permanent beliefs within the student which will help to develop a consistent Christian character and lifestyle. In summary, our purpose is not to isolate the child from the world and its prevailing philosophy of secular humanism, but to insulate him/her with a Christian view of reality so that he/she might be an influence upon the world as salt and light rather than be influenced by it.

Philosophy of Early Education

The "fear of the Lord" is the essence of all education in a Christian context (Proverbs 1:7; 9:10; Ecclesiastes 12; 13; Ephesians 6:4). In Scripture, the "fear of the Lord" refers not only to the posture or attitude of the inner man, but also encompasses the outward acts that are performed based upon the inner attitude (I.e., "Fear God and keep His commandments." It also refers to the development of an outlook on reality (consisting of the seen, material world and an unseen, immaterial, spiritual world) to enable the student to choose to live totally in the light of what is really there. Jesus said in Matthew 19:14 "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these". God tells us in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." We are told to be obedient to God in teaching our children and our children's children God's commandments" (Deuteronomy 4:9).

Mission Statement

Macomb Christian Schools are committed to providing academic excellence through a Christ-centered education equipping young people to honor God through service and leadership.

Curriculum Goals

- To show Christ's love to each child and family we serve daily.
- To help children and their families understand, that we need a Savior, and to be in relationship with God and how we incorporate that in preschool as well as our everyday living (through prayer, our words, loving actions, praising and singing, forgiving others, playing with friends, exercise, healthy eating, etc).
- To provide experiences which address the physical, social, emotional, and intellectual development of each child and to help promote positive social interaction.
- To create a classroom atmosphere in which each child feels competent, valued, respected, and can develop positive Christian attitude towards learning.
- To appreciate and support all learning styles of God's children (auditory, visual, kinesthetic, etc). To plan for individual interests through hands on activities so children can learn through manipulation, exploration, and experiences.

Staff Qualifications

1. Accepts Jesus Christ as their Lord and Savior
2. Christ-like role model in all areas of life, work and home alike
3. Attends church regularly
4. FIA Abuse and Neglect Clearance
5. State Criminal Clearance (ICHAT)
6. Negative TB & Physical
7. CPR, First Aid, & Blood Borne Pathogens certification annually
8. Meets all ACSI guidelines as described by position held.
9. 24 training hours in Early Childhood Education annually and 6 hours of Bible training (meets ACSI/NCA and State of Michigan licensing guidelines).

*ACSI/NCA & State of Michigan licensing regulations changes will be posted and parents will be notified as needed.

Hours of Operation

The Center is open Monday thru Friday between 6:30 am-6:00 pm. The EEC will coincide with the MCS regular school calendar. (A separate preschool calendar will be provided). Childcare during the summer months is available. Tuition is not charged when there is a scheduled building closure.

Admission

The Early Education Center is licensed for 100 children between the ages of 2.9 years or (33 months) to 12 years old. The following papers need to be read, signed, and submitted before a child begins preschool, childcare, or latchkey.

1. Statement of Beliefs
2. Child Information Card
3. Birth Certificate
4. Immunization Record (report to Health Department by October 1st).
5. Health Physical (within first 30 days)
6. Enrollment Application
7. Tuition Agreement
8. Sunscreen, photo, and permissions slip forms
9. Registration fee (\$35.00 annually)
10. Health Service Plan
11. Discipline Policy
12. Allergy Form
13. Licensing Rule Bill # 723 a Licensing Report Study
14. Waiver of child age 33 months to be in 3 year old preschool
15. Children must be fully potty trained to enter the EEC

Preschool Programs

Children are naturally curious about the world that God has created (Genesis 1 and 2). A child learns best through their senses. A child should be able to see, hear, taste, touch, and smell

God's creations around them, in a safe, nurturing environment, so they can begin to understand the world they live in. As teachers we are required to understand the growth and development of children and to promote an environment that has age-appropriate activities that will stimulate conversation; curiosity; and encourage each child to reach their fullest potential at their own individual pace and praise their uniqueness. MCS offers preschool for children 2.9 years old (33 months) to Young 5's.

MCS firmly believes all children should be given daily access to the following classroom activities:

- Bible lesson (stories and memory verses)
- Arts & Crafts (process and product activities)
- Language Arts (listening and writing skills)
- Math (counting, patterning, sizes)
- Science (exploration, planting, observing)
- Dramatic Play (role play, puppets, dress up)
- Fine Motor Skills (puzzles, blocks, stringing)
- Gross Motor Skills (running, climbing, kickball)
- Music (singing, CD's, instruments, creative dance)
- Sensory (play-dough, water, textures)
- Social interaction (learning centers, group time)

ABC Club (latchkey)

This program is available to students who attend K-6th grade at MCS before or after school. These additional areas are added to their daily school experiences:

- Devotional readings
- Prayer time (praises or requests)
- Homework time available
- Arts & Crafts
- Learning Games
- Dramatic Play and Blocks
- Writing & Brain Teaser problems
- Gross Motor (gym or outside)

ABC Club students are charged hourly rate and billed weekly during the school year. Please contact the Early Education Center office if your child will be absent or has a schedule change. Care is available for half days and holiday breaks by sign up in EEC office.

ABC Club students need to wear the proper shoes that follow the MCS dress code. Shoes must be close-toed and have a backing. Tennis shoes are best for latchkey as the students will have opportunities to play outdoors. Any questions please see the Director.

Summer Camp

Summer Camp begins in June. The program runs for 12 weeks and is open enrollment to children in preschool, childcare, ABC Club, and other surrounding communities. Summer camp is designed with biblical principles, memory verses, learning themes, stories, skits, and plays for children to participate in. There are a variety of weekly activities such as water day, special visitors, and park day. Some activities have an additional cost. Families will be given this

information at the start of summer camp.

Tuition Policy

- Payment for preschool and childcare are due by 8:30 am on the first day of child's weekly schedule.
- Tuition is due weekly.
- There is a \$10 late fee for each day late.
- If tuition isn't paid in 2 weeks, child will be dis-enrolled until balance is paid in full.
- Late pick up fee of \$10 for the first 15 minutes and \$1 for every minute thereafter if a child is picked up later after 6pm, when Center closes.
- Payments for childcare can be made by cash, check, or money order payable to Macomb Christian Schools.
- A check returned to MCS of non-sufficient funds will assess the family for a fee of \$25.00. After 2 NSF checks, families will be required to pay by cash or money order.
- We accept assistance from the State of Michigan. Families will have weekly co-pay and are expected to pay their portion on the first day of their child's attendance each week. Co-pays may fluctuate due to child's attendance hours.
- ABC Club will be billed by the ¼ hour and statements will be given out weekly.
- Enrollment days may vary per week per the contract signed, however the Center must have your child's schedule in writing the week before to provide accurate staffing and care. Number of days of week cannot vary.
- Extra days of care may be added *if* space is available. Please contact the Center for prior approval. Tuition adjustments will be made.
- Switching of days is **NOT** allowed, unless a special school function is scheduled and prior arrangements have been made. Approval from the Director is required.
- Any permanent schedule change **MUST** have a new tuition agreement filled.
- A 10% discount in tuition will be applied to the oldest child in care for multiple siblings enrolled, whether in the EEC or a K-12 grade class.

FIA Assistance

The Center accepts state assistance for childcare. The Center will use the state formula provided to calculate the parent weekly co-pay amount. Parent's portion is due weekly but may change slightly due to child's attendance. The Center by law is required to bill **ONLY** the number of hours that the child is in care. It is the parent's responsibility at renewal time, to get all appropriate paperwork to their caseworker. For any reason FIA assistance is stopped or cancelled, the parent is responsible to pay for any childcare costs that are not covered.

Child Security

- Bring your child into the Center, sign your child in & out each day, and take your child to opening morning room where teachers are.
- A child is never left unattended in the building or on the playground.
- Communicate with the morning and evening staff at drop off or departure.
- Carry proper identification at all times.
- Other people may pick up your child, however they **MUST** be listed on the emergency card and a teacher notified. Please be aware that pictured identification will

be required from that person at pick up.

- Update your child's emergency card as information changes or annually.
- The playground is fenced in for the child's safety.
- School doors are locked from the inside so NO entry from the outside.
- Alarms are placed on all exit doors to alert if the door has been opened.
- All staff and families required to ring the door bell to enter the Center.
- All visitors report to the Main Office to sign in.

Child Custody

We understand and know that a child custody issue is sensitive to everyone involved, most importantly your child. By law, if a child custody issue is present please give the appropriate legal documents to the director to make a copy for the child's permanent file. We may also ask for a picture just to have on sight for a visual reference. This is to ensure the best possible safety for your child in our care. By law the Center is only able to keep the child at the Center if a court order is on site and given to police if a call is necessary. Parent or legal guardian of the child will be contacted immediately if a situation arises. Additional information can be obtained from the following sites.

Michigan Guidelines for Parenting Time www.michigan.gov/pt_pdf

Michigan Child Custody www.courts.michigan.gov

Child Protective Services

Any teacher or assistant teachers are mandated by Michigan law to report abuse or neglect of a child. If a teacher suspects abuse or neglect of a child, the teacher and the director will contact Child Protective Services within 24 hours of the incident. The director and teacher will fill out the appropriate forms and mail in by authority and licensing regulations.

Tornado, Fire, and Lockdown Drills

Macomb Christian Schools and Early Education Center will practice and perform tornado, fire, and lockdown drills quarterly. Parents may be notified before drills are given at the beginning of the year. Please ask your child's teacher if you have any other questions.

Illness Policy

The Center cleans toys and equipment daily. Help the Center minimize the spread of germs by keeping your child home if any of the following symptoms occur:

- Diarrhea (no loose or watery stool in order to return)
- Vomiting (24 hours or needs to be able to hold food down to return)
- Fever over 100 (fever free for 24 hours to return)
- Unexplained rash (doctor's note needed to return)
- Secretion from the eyes (doctor's note needed to return)
- Head Lice (24 hrs and knit free to return)
- Severe cough (deep in chest)
- Green thick mucus from nose, accompanied by a fever
- Child not acting like self (not eating, is lethargic, or is not interacting)
- **AT & T** - We will call you if your child shows signs of illness based on :

A -Appetite T - Temperature T - Temperament

Allergies

An allergy form **MUST** be turned in before your child's first day of school. During the school year, if additional allergies arise, please notify the office immediately. Please note that the Early Education Center is a **NUT FREE CENTER**. Any food containing nuts is **NOT** allowed in the Center. This includes PEANUTS or TREE NUTS (pecans, walnuts, almonds, etc) of any kind. Alternatives can be used with jelly such as SOY BUTTER or SUNFLOWER BUTTER. **Please label lunch baggie daily.**

Meals and Snack

- The Center provides nutritional snacks based on state guidelines in the **afternoon only**.
- Parents please provide a nutritional snack for morning preschool. The EEC will provide either milk, 100% juice, or water.
- Parents can bring in their child's breakfast before 8 am if needed. MCS can provide the use of school microwaves, toasters, and milk (1 %) for breakfast.
- Parents may provide a cold lunch each day. Please add an ice pack to keep foods cold and from spoiling.
- MCS does offer a Hot Lunch Program for a small fee.
- Monthly menus will be available.
- Lunch orders must be turned in daily by 9:00am.

Lunch can be bought through the school cafeteria at a cost that is determined by the caterer. Lunches must be paid for in cash. Lunches are brought done on a lunch cart, covered, and at the appropriate temperature for a child to eat. Teachers will wear gloves when passing out the food to the child who purchased the lunch.

Medication Policy R400.8149

Rule 149.

- (1) Medication, prescription, or nonprescription, shall be given to a child by an adult caregiver only.
- (2) Medication, prescription, or nonprescription, shall be given or applied only with prior written permission from a parent.
- (3) All medication shall be its original, stored according to instructions, and clearly labeled for a named child.
- (4) Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.
- (5) All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.
- (6) A caregiver shall give or apply any prescription or nonprescription medication according to the directions on the original container unless authorization by a written order of the child's physician.
- (7) Medication shall not be added to a child's bottle, beverage, or food unless indicated on the prescription label.
- (8) Topical nonprescription medication, including but not limited to sunscreen and insect

repellant, requires written parental authorization annually.

- (9) The center shall maintain a record as to the time and the amount of medication given or applied, with the exception of subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

No fever reducer medicine will be allowed.

State of Michigan Licensing Regulation Updates:

- 1). **Health Service Plan** is a book that shows the steps in how the Center handles and disinfects when a child or teacher is exposed to blood, urine, vomit, etc. The procedures are listed in how the Center administers medication, handling a sick child, washing hands, and cleaning toys.
- 2). **Senate Bill No. # 723.** This bill states that child care facilities must have on file for parents to view a licensing notebook of all licensing inspection reports, special investigation reports, and all related corrective action plans. This notebook will be available for parents to review during regular business hours. Licensing inspections, any special investigation reports from past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. Both of these two binders are located and available to read at the front table where your child is signed in and out. These binders CAN NOT leave the Center.

Children with Special Needs:

Macomb Christian Schools does not discriminate children with disabilities. We are accepting of all children, and will do our best to accommodate and provide appropriate care if applicable. Assessment referrals can be made for speech/language, emotional, and physical development by Warren Consolidated Schools if the child lives within the WCS district. All other families will have to contact their local school district to have their child assessed for those services. Any type of assessment done must have parental consent. Children under the age of 36 months must Macomb Intermediate School District for assessment referrals, once 3 years old local school district will have to be contacted. Care for a child needing one on one care is not available at MCS. The parents may request a daily written report on the child's day. This will be done by the child's classroom teacher.

Non Discriminatory Policy

Macomb Christian Schools does not discriminate on the basis of race, sex, age, physical handicap, national or ethnic origin in the administration of its educational, admissions policies, and all other administered programs.

Discipline Policy

Proverbs 12:1 says that, "Whoever loves discipline loves knowledge." Proverbs 15:32 states, "He who ignores discipline despises himself" and Proverbs 23:13 says, "Do not withhold discipline from a child". Discipline means to teach and guide. Scripture says that students are not above their teachers (Matthew 10:24) and that we are to teach God's truths, not false doctrine. We as followers of Christ, should be teaching and encouraging children by modeling love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

(Galatians 5:22; 23). Children need help understanding their own emotions and channeling negative feelings into positive actions.

Discipline R400.8137

- (1) The staff shall use positive methods of discipline that encourages self-control, self-direction, self-esteem, and cooperation.
- (2) The following means of inappropriate touches shall be prohibited.
 - a). Hitting, spanking, biting, pinching, or inflicting other forms of corporal punishment.
 - b). Restricting a child's movement by binding or tying him/her
 - c). Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
 - d). Fondling or touching the genitals of a child (child to child or adult to child) is strictly forbidden. Additional consequences listed below.
 - e). Depriving a child of meals, snacks, rest, or necessary toilet use.
 - f). Depriving a child of outdoor play or other gross motor activities.
 - g). Excluding a child from daily learning experiences.
 - h). Confining a child in an enclosed area, such as a closet, locked room, bos, or similar cubicle.
- (3) Non-severe and developmentally appropriate discipline or restraint may be used when reasonably, necessary, based on a child's development, to prevent a child from haring him or herself or to prevent a child from harming other persons or property, excluding those forms of punishment prohibited by subrule (2) of this rule.
- (4) A policy shall be developed and implemented regarding the discipline of children. It shall be:
 - (a). In written form
 - (b). Age appropriate
 - (c). Provided to staff and parents

Dress Code

Macomb Christian Schools desire a dress code that glorifies God and promotes modesty in even the youngest of children (1 Ti 2:9). Please dress your child comfortably and according to the weather as seasons change.

Do's

- Close toed shoes
- Tank tops (shoulder covered)
- Capri's, pants, long shorts
- Dresses/skirts
- Shoes MUST have a backing

Don'ts

- No sandals, flip flops
- No spaghetti strap shirts or dresses
- No short shorts
- No hats (worn indoors)
- No ear piecing (boys)

Sick and Vacation Day Policy

- A child enrolled in either preschool, childcare or summer camp has the number of days enrolled available as sick days and vacation days (ex. If a student is enrolled 3 days per week they have 3 vacation days) per semester. Semesters are recognized as September-

January; January- May; May- August.

- Families enrolling mid-semester, days will be prorated (1 day per month).
- Families must fill out Sick/Vac Request Form, in order for billing to be adjusted.
- Families will be charged in full if/when sick & vacation days are used up per session.
- Sick and Vacation Days don't carry over into another session.
- Sick or Vacation Days have no monetary value.

School Holidays

The Center is closed on the following holiday's if/when the holiday falls during a Monday through Friday school week: Good Friday, Monday after Easter, Memorial Day, July 4th, Labor Day, Thursday and Friday of Thanksgiving week, Christmas and New Years Eve and Day (s). There is no charge for these school holidays.

Severe Weather

Macomb Christian Schools is NOT part of the Warren Consolidated School District. The school will notify parents via email if Macomb Christian Schools will be closed.

Dis-Enrollment

Risks of dis-enrollment may result from any of the following:

1. Failure to pay tuition on time
2. Failure to comply with program policies
3. Child having difficulty adjusting to program (aggressive or harmful behavior).

Accident Reports

An accident report is filled out if a child gets hurt in our care from a minor boo-boo that needs ice, a band-aid, or first aid treatment. A parent will be contacted in case of a serious injury or any type of bump or bruise to the head. The accident report is to be filled out by the classroom teacher, looked over and signed by the director, and then signed by the parent. This form is to be put in child's permanent folder in the EEC office.

Incident Reports

When a child hurts another child, an incident report is filled out to inform the parent of what happened. The form will be filled out by the classroom teacher, looked over and signed by director, and then given to the parent to read, sign, and return. Additional support materials may be sent home for review. This form is to be put in child's permanent folder in the EEC office.

Inappropriate Touches

Though children are naturally curious about their bodies and in preschool begin to start realizing that there are differences between boys and girls, each child is still learning about their boundaries and personal space with one another. You the parent, are responsible to teach your child about uncomfortable and comfortable touches. MCS will come along side you and have units of learning about "All About Me"; classroom rules about child's safety/manners, and possible puppet lesson given by outside community resource. The EEC will take the following measures to ensure the safety of every child if inappropriately touched by another child/staff.

*1st incident: Write up about the incident where parent signature is required

- *2nd incident: Parents will be called and a parent meeting scheduled
- *3rd incident: Possible disenrollment from the EEC program at MCS
- **Contact proper authorities if need be. This will by-pass the above steps.

Nap Time

Naptime is from 12:45-2:45 p.m. Please send a small pillow, toddler sheet, & a blanket for your child. Nap items can stay at the Center until the child's last day of the week. At that time please take items home to be washed. These items **MUST** be brought in a plastic pillow case cover or large zip-lock bag (5 gallons) (found at K-Mart, Target, Wal-Mart, Dollar Stores, etc). Please label all bedding and bag with child's initials. Teachers will help children fall asleep by: listening to quiet soothing nap music, rubbing the child's back above the shirt and/or above blanket, rubbing forehead or hair, while sitting next to the child. A child can refuse a gentle touch or to have their back rubbed at any time.

Special Classes

The Pre-K students will visit the music, gym and library classrooms every week.

Pre-K thru 12th Grade Activities

During the school year there are nightly programs that the EEC children will be asked to participate in that are "extra special" as we come together to glorify God and praise Him for all He's done for us. These events are: the Christmas Program, The Celebration of the Arts, Serve-a-thon Day, Walk-a-Thon, and Sunday church events or school banquets. Family and friends are encouraged to participate and join the EEC at these events.

Special Visitors & Volunteers

During the year, the Center has special visitors come to the school. Events may include: moonwalk, train rides, ponies, dentist, mission trip presentations, fire truck, ice cream truck, etc. Some activities may have a small fee required. Any walking trips to the Park (Veterans or Rinke) will require a permission slip signed by the parent. Parent volunteers are always welcome. All volunteers **MUST** have on file an FIA Abuse and Neglect Clearance form prior to the event, read and sign MCS volunteer form, and will never be left alone with a child. Volunteers are not allowed to help a child in the bathroom or change clothes unless it is their child.

Fundraisers

Throughout the school year, special fundraisers are held to help provide additional support for MCS (banquets, auction, bowl-a-thon, etc). We hope every family can participate in at least one event. Macomb Christian Schools is a non-profit organization and is funded through fundraisers, tuition, and monies donated from supporting churches, and donors that believe in our ministry.

Parent Teacher Conferences

There are two parent teacher conferences offered during the school year. The importance of these meetings is for the teacher and parent to be able to communicate and work together to meet the needs of the individual child. Sign-up sheets and notice will be given.

Newsletters and Lesson Plans

A monthly newsletter will be sent home to keep parents aware of what special things are happening in class and upcoming school events. Lesson plans are posted inside the classroom door on the Parent Board, so you can view them and talk to your child about what he or she did at school that day. Please view the school website at www.macomchristianschools.org for additional preschool information.

Class Parties / Birthdays

During the school year, the Center has various holiday parties. Families will be asked to sign up to donate items needed for their child's classroom. When it is your child's birthday, please feel free to bring in a treat that your child can share with their friends and celebrate together the awesome day that God has given your child. ***Please be sure food does not contain peanuts or tree nuts of any kind.***

Toys

Please DO NOT bring toys from home to school. We are blessed to have many learning games, activities, and materials to keep the children active. The school is not responsible if a toy is brought in to school and gets lost or broken.

Extra Set of Clothes

All children 2.9 (33 months) to 5 years need to keep an extra set of clothes at the Center. Please be sure to replenish clothes as needed and appropriate for season changes. Please purchase a shoebox size plastic bin with a lid to have at school for the extra clothes. This will be kept in the child's locker. Please label all children's clothing with initials.

Withdraw Policy

When a child or family leaves the Center, the parents are required to give a 2-week written notice. Failure to comply with this policy will result in loss of tuition paid, or a tuition charge not giving proper notice.

Policy Changes

The policies outlined here will be modified from time to time due to state regulation changes, program or school changes. We will make every effort to notify you as soon as possible.

Parent Acknowledgement

Child's Name: _____

Child's Birth date: _____

- If your child is 33 months old or 3 years old, by September 1st, your child will be enrolled in the Beginners Preschool program. The adult to child ratio will be 1 adult to 10 students.

_____ Parent initials

- If your child turns 4 years old by December 1st, 2015 they will be enrolled in the Preschool program.

_____ Parent initials

- If your child turns 5 years old by December 1st, 2015 they will be enrolled in the Young 5's program.

_____ Parent initials

You, the parent or guardian have read and agreed to the policies and procedures in this parent handbook by signing the area below. You agree and desire to support Macomb Christian Schools and the Early Education Center as we teach Christian education where character, values, and academics are taught from a Biblical worldview. This policy book is yours to keep for future references, however please sign below and return this page to the office. Each family enrolled is given a handbook before enrolling.

Child's Name

Birth date

Parent Signature & Date

Parent signature & Date

Director Signature & Date

Comments: yes or no