

**Barry County Christian Preschool**  
**2999 McKeown Road \* Hastings, MI. 49058**  
**(269) 948-2151 \* www.bccsk12.com**  
**2010/2011**

**PRESCHOOL INFORMATION SHEET**

**Admission:**

1. Must submit copy of current immunization record of child.  
 Required immunizations: 4 doses-DTP, 3 doses-OPV, 1 dose MMR, 3 doses-Hepatitis B (Hep B), and recommend varicella if child has not had chicken pox.
2. Must submit copy of birth certificate.
3. Child should be four years of age by September 1.
4. Child may not be brought to school if sick.
5. Must comply with Christian curriculum as outlined.
6. Child must have a physical examination within 30 days of entering school.
7. A student emergency information form must be filled out.

**Withdrawal:**

1. Non-payment of fees results in automatic withdrawal.
2. Discipline problems could result in withdrawal.
3. Health could result in withdrawal.
4. If a parent wishes to withdraw a child, he/she must inform the school as soon as possible.

**Statement of Program:**

Our preschool program operates on Tuesdays and Thursdays of the regular school calendar. There will be an **A. M. Session** from 8:15 - 10:50 and a **Pre-K Session** that will continue from 10:50 - 1:30 p.m. and is designed to better prepare children for kindergarten. The expanded Pre-K Session is for children who are 4 by September 1. This will include a lunch and break time and a rest time as needed.

If there is a 2 hour delay (watch WOOD TV or listen to WBCH), the A. M. Session will meet from 10:00 a.m. – 12:00 p.m. and the Pre-K Session will stay until 2:00 p.m. There will be no session if school is cancelled due to snow.

Since Hastings does not offer bus service for preschool, parents are responsible for transportation.

**Fees:**

Registration fee is paid at time of registration with paperwork, and the monthly payments are to be paid by the **first session** of each month. Late payment will result in a **\$15.00 charge** per month. The school will charge a **\$25.00 fee for the first NSF check and \$50.00 for the second NSF check**. If after two instances of "Non-Sufficient Funds" checks, the school will request that future tuition payments be paid in CASH or with a MONEY ORDER.

	A.M. Preschool Session	Pre-Kindergarten Session
Registration (covers May payment)	\$110.00 (non-refundable)	\$195.00 (non-refundable)
September through April	\$90.00 per month	\$175.00 per month
Total tuition for the year	\$830.00	\$1595.00
Total tuition if paid in full by September 1	\$810.00	\$1,575.00

**Discipline:**

1. Staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.
2. If discipline problems occur;
  - A verbal warning would be given to the child.
  - A change in child's position would be given, within the classroom.
  - The child would be separated from the group.
  - The teacher would contact the child's parents.
  - The child would receive a period of suspension.
  - The child would receive dismissal from program.

**Statement of Plan for Staffing:**

The preschool will be taught by the Kindergarten teacher and may be assisted by an aide. All teacher and aide applicants considered for a teaching position will be screened by the board. They will be screened for prior criminal convictions, abuse, and neglect of children and adults.

**Daily Activities:**

Typical daily activities will include play, explore, handiwork, story, snack, Bible time, calendar, weather, finger play, learning skills, sharing and large muscle.

**Goals for Child to Learn:**

1. Christian principles.
2. To be away from home.
3. To listen and follow directions.
4. To develop a positive self-image and know they are special.
5. To make decisions, develop imagination and creativity.
6. Make and keep friends through sharing and interacting.
7. Learn how to communicate.

**Class Includes:**

1. Free play choice - which includes gross and small motor skills.
2. Group activities - show and tell, Bible story time, songs, poems, snacks, finger plays, and acting out events.
3. Instruction - weather, learning skills and calendar.
4. School readiness - cut, paint, draw, sequence, classify, perception, writing first name, numbers and letters, numbers 1 to 10, colors, shapes, opposite concepts, counting up to ten objects, science experiments, community workers, animals on the farm, in the zoo, in their natural habitat, and seasonal holidays.
5. Bible - learn about God, praying, portraying Bible stories.

**Snacks:**

We will have snacks everyday and they will be furnished by the school. Parents will be asked occasionally to help provide snacks for class parties and special occasions. (e.g. birthdays).

**Floor Plan:**

The preschool will operate in the Kindergarten classroom; about 29 ft. long and 25 ft. wide. The room has a drinking fountain and rest room. There is one door and a fire extinguisher located in the hallway, which is easily accessible.

**List of Equipment in room:**

balancing scale	dolls	play clock
balls	dress -up clothes	play dishes
blocks	homemade games	play foods
books & book area	lap chalkboards	puzzles
bowling set	marble game	sand tub
cars	measure cubes	stacking cans
cassette player	monthly calendar	teddy bears
chalkboards	paints	
clay	play bus	

**Emergency Plans:**

**Tornado:** In the event there is a tornado, the students from the preschool would take a book with them (teacher provides) and go into the elementary hallway (with secure walls and away from glass) and get into proper kneeling position with the book over their head. There is a weather radio located in the principal's office. He informs the school whenever bad weather approaches.

**Fire:** The preschool has one door, exiting into the hallway, which is about 30 ft. from the building exit. In case of fire, the children would exit the building through the South breezeway doors and go to the old basketball court on the East Side of the Gym. School personnel would call the Hastings Fire Department.

**Accident:** In the event of an accident, the parent would be called immediately. Telephone numbers are on file and the hospital is located approximately four miles away. There is a telephone in the room. Other first aid help is readily available at the main office about 40 ft. from the classroom. The teacher would notify the main office (by intercom phone) first to get immediate help.

**NON-DISCRIMINATORY POLICY**

Barry County Christian School 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. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, employment procedure, admission policies, scholarship or stewardship fund programs, athletics, and other school-administered programs including school association membership and its functions.

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Preschool Application for 2010/2011

Full name of child: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name of Mother: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Are the parents: Married Separated Divorced Deceased

Is the child up to date on immunizations? Yes No

Will the child have a physical within 30 days after entering the program? Yes No

Requesting: A.M Preschool session Pre-K program

Are there any things you can share regarding the child's physical health, emotional needs, etc.?  
\_\_\_\_\_  
\_\_\_\_\_

I/We have read the policies of Barry County Christian Preschool and agree to follow them.

Father/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Non-refundable Registration Fee:

A.M. Session **\$110.00** Paid on \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #: \_\_\_\_\_

Pre-K Session **\$195.00** Paid on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_

**Office Use:**

Child Accepted Child Rejected

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date of Entry: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of School Administrator: \_\_\_\_\_