

Barry County Christian Preschool
2999 McKeown Road * Hastings, MI. 49058
(269) 948-2151 * www.bccsk12.com
2011/2012

PRESCHOOL INFORMATION SHEET

Admission:

1. Must submit copy of current immunization record of child.
Required immunizations: 4 doses-DTP or DTaP, 4 doses-OPV, 2 doses MMR, 3 doses-Hepatitis B (Hep B), and 2 doses-Varicella, if child has not had chicken pox.
2. Must submit copy of birth certificate.
3. Child should be four years of age by October 15.
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 may result in automatic withdrawal.
2. Discipline problems could result in withdrawal.
3. Health concerns 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 all day preschool program operates on Tuesdays and Thursdays of the regular school calendar from 8:10 a.m. – 3:00 p.m. for children who are 4 by October 15th. This will include break, lunch, and rest times.

If there is a 2 hour delay (watch WOOD TV or listen to WBCH), preschool will meet from 10:00 a.m. – 3:00 p.m.

The Hastings School system provides bus service to/from BCCS. If you wish to use this service, please contact the bus garage at 269.948.4418 to make the necessary arrangements.

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.

	Preschool Session
Registration (covers May payment)	\$264.00 (non-refundable)
September through April	\$244.00 per month
Total tuition for the year	\$2,192.00
Total tuition if paid in full by September 1	\$2,172.00

Philosophy:

All children are a gift from God and shall be treated as such. We, the staff, will encourage team building, and mutual respect for one another. All who come shall have a feeling of security.

Everyone is capable of learning and everyone learns differently. The children will be taught/guided in the way that will enable them to learn what is necessary to be a positive influence on society; whether academically or socially.

Class Discipline:

1. Staff shall use positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation.
2. If discipline problems occur;
 - 1st offense – child will be spoken to by the care giver or staff, may lose a few minutes of free play and are responsible for apologizing to the offended party.
 - 2nd offense – begins with similar consequences as first offense and parents are spoken with.
 - 3rd offense – call to parent/guardian, may ask that child return home for the remainder of that day. Conference with the parents to see what needs to occur before the child can return to class.

Health Plan:

Children with runny noses, persistent cough, or have had a fever in the past 24 hours are encouraged to remain at home. When an illness does present itself, whether at home or at school, a note will be sent with the other children to make parents aware.

To help prevent the spread of germs, we the staff will be washing the table with three-step process. After the tables have been used by the students, they will be bleached, washed, and then rinsed. All toys that can be submerged will be placed in a bleach water solution at least once a week.

Children will be asked to wash their hands with warm, soapy water after they play with toys, before they eat snack or lunch, and after they have played outside.

There are many web sites that can be helpful in determining if a child should remain at home or be seen by a physician. Once such web site is www.webmd.com or you can contact your area health department.

If we, as staff, are needed to clean up any type of bodily fluid including blood, the following steps will be followed:

1. Gloves worn by adult.
2. Soiled/bloody object placed in bag.
3. Absorbing agent, purchased from the State, placed on fluid.
4. Area thoroughly cleaned.

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:

A student will need to bring his/her own nutritious snacks. 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
clay	paints	white board

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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Hastings, MI. 49058
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Preschool Application for 2011/2012

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

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:

Preschool **\$264.00** Paid on: ____/____/____ Check # _____

Office Use:

Child Accepted Child Rejected

Comments: _____

Date of Entry: ____/____/____

Signature of School Administrator: _____