



Portland Christian Little School
Parent/Student Handbook

"For I know the plans that I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."
Jeremiah 29:11

Welcome to Portland Christian Little School

Thank you for choosing PCS Little School for your child(ren) this school year. We welcome you and hope that your time here will be a blessing to you and your family.

This handbook has been prepared to help communicate the policies, procedures and day-to-day happenings at the Little School. If you have other questions, please call the preschool office.

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Mission Statement

Portland Christian Little School is committed to honoring our Lord and Savior Jesus Christ, the creator of all things with a learning environment that is based on biblical principles and one that is intellectually stimulating. Our mission is to work cooperatively with the student's home and church, "so that the man of God may be thoroughly equipped for every good work."

Philosophy

It is our belief that young children learn best as they play. Our teachers plan and provide age-appropriate activities throughout the day, which addresses each child's developmental level and learning style. We acknowledge God as creator of each child, designed according to His will and plan. It is our responsibility to celebrate this fact and strive to plan lessons and activities which focus on the five areas of development: cognitive, emotional, physical, social and spiritual. Through such activities, it is our hope that we can nurture and help stimulate growth in all of these areas.

Admission of Students

We accept children ages 2-5 years old during the academic year. Currently enrolled students will be given an opportunity to re-enroll for the coming year. When enrolling your preschooler, a \$100 non-refundable fee, registration form, including birth certificate and current immunization records are due in order to reserve your child's spot in class. After the re-enrollment deadline, classes will be open to the public and spots will be filled on a first come, first serve basis with no preferences given.

The Little School registration fee is not part of the PCS K-12 family max amount.

Parents must inform the preschool of special needs of children before enrollment so that we can determine if the staff and program is suited for the child. A trial period for no more than 2 weeks may be arranged to see if PCS is equipped to meet the needs of the child.

PCS Little School offers a multi-child discount for families. This discount is determined through and by the business/financial office. All questions regarding discounts should be directed to that office.

Withdrawal Policy

If a parent decides to withdraw from the Little School, a two weeks notice is required. Failure to do so will required normal tuition payment rates for the two weeks.

Class Sizes

The number of students in a given classroom is determined by the square footage of the classroom. If enrollment is desire for your child and that class is determined to be "full", your child will be placed on a waiting list, provided the fees and enrollment forms have been received. Teacher/student ratio is a state regulated policy. Each age group has specifics for the number of children that can be present in the classroom on a given day.

Curriculum

The Curriculum for ages 2-4 is called *The Essentials*. *The Essentials* is a Christian based curriculum that emphasizes phonemic awareness as well as thematic units for Bible , Math, Social Studies, Science, as well as other areas of development.

The K-4 class is designed for the older 4-5 year olds. The k-4 class will attend 5 full days. The, Christian based, A Beka Curriculum is used in this class, which is a bit more structured. There is a small fee of \$60 for the k-4 A Beka Curriculum. Both the 4 year old classes and the K-4 class emphasize the same skills across the curriculum by using different classroom approaches. Both incorporate hands on activities. Parents can have more flexibility with attendance in the regular four's classes. Both the k-4 and fours classes however, work hard to prepare children for kindergarten.

**** All kindergartners in Kentucky must be 5 years of age by August 1st for the 2017-2018 school year.****

Attendance

What ever daily schedule you have chosen for your child, it is a good idea to be on time for preschool. Our hard start time is 8:00 A.M. We certainly understand there may be days that you can not be at school at that time due to unforeseen circumstances.

- Being on time in the morning and at pickup times, gives consistency and a sense of security to your child's routine.
- Late arrivals miss Free Choice play and Circle Time. Free Choice Play allows your child to choose an activity or to play with a special friend. Circle Time is a vital time learning developmentally appropriate skills.
- In the event that your child is absent, an email, text, or phone call to the preschool is very much appreciated.
- Due to enrollment and ratio regulations, a missed day cannot be "made up" or switched. Tuition will not be prorated.
- Tuition will not be prorated for days absent due to illness or inclement weather. **There are no make up days.**

We do strive to be flexible and accommodating; however, the days you chose at the beginning of the year have determined our schedules, planning and classroom placements. Therefore, it is very important that you come on your child's scheduled day.

Drop Off/Pick Up Times

Drop Off Times:

Morning Care: Morning care begins at 7:00 -7:40 am. Parents need to park and bring their child into the building. Remember to **always** sign in at the front desk.

Morning Carpool: Morning carpool is available from 7:40-8:00 am. Having your preschooler on the back passenger side helps to minimize congestion in the mornings. Teachers will assist you so that there will be no need for you to get out of your car; this will help congestion from both little and big schools.

Pick Up Times:

Half-day pick-up: Half-day friends will be escorted by a teacher to their parent's car. Half-day friends must be picked up at 11:30 am. Thank you, in advance, for helping us during one of our busiest times! (lunch)

End of the day (3:00) pick-up: There is **No Carpool** for this time. If you have a student in big school, please take your place in the carpool line at 2:45 and walk to the Little School to pick up your preschooler. Return quickly to your car as Big School dismissal will begin promptly at 3:00 PM.

Extended Care Pick-up: If your child attends the extended care, when picking up your child, park your car and come in to sign your child out. Please look for postings on the door as to the location where your children can be picked up.

****Extended care friends that have not been picked up by 5:30 PM are considered late.**

- Grace is given for the first occurrence.
- Any occurrences after this will incur a charge of \$1.00/minute after 5:30 PM.
Please let us know if you are running later than expected.

Permission/Release Forms

Children will only be released to the parent/guardian or those listed on the "Release of Child" form. When someone other than the parent/guardian will be picking up a child, it is essential that the preschool office be informed through email, written note and/or phone call. Picture ID may be requested from persons not on the release form.

Our field trips will include bringing events to our location or attending events that PCS K-12 is hosting. Advanced notice will be given for any event. An adult is required to attend off-campus field trips which would involve only the 4's classes. A "Field Trip Permission Form" for each event must be signed by the parent/guardian for your child to participate in any on/off campus event. Verbal permission cannot be accepted.

All parents interested in participating on Field Trips, on /off site, must have a completed background check. Forms are provided in the first day packets. There is a \$10 fee that must accompany the application form. This BG check is good for 2 years.

Medication Administration

Parents may request that a child be given medication while at preschool through a written request.

- **The written request must include the date(s) to be administered and signature of the parent.**
- **ALL medication must be in its original container, with the child's name on the container.**
- **Specifics such as: time to be administered, dosage should also be given.**

Medication, including refrigerated medicines will be stored in a separate, locked place, out of the reach of children.

Food and Other Allergies

Parents must inform the Director and teacher of any allergies suffered by the child. Food allergies will be posted in each classroom as a precaution for all staff members or substitutes who may be serving snacks.

We encourage parents to have Epi pens and inhalers for severe allergies kept at school. Please give detailed information regarding the steps you would like us to take, persons to call, in the event of a severe allergic reaction.

Allergies to insect bites or pollen should also be noted.

Birthday treats are always welcomed, but please check with your child's teacher to alert you of any food allergies that may exist.

Illness

It is our desire to keep not only the children we serve well, but also the teachers and staff well. Please help us do this by following our Illness Policies. If your child becomes ill at school, the child will be isolated from the other children. Parents, or a contact person will be called to come and get your child. We asked that you or your contact person to try to arrive within 30 minutes of notification. Please be sure to provide current emergency numbers for us should we need to call. Please remember we are a preschool and cannot care for your children who are ill. Plan ahead now for a backup sitter or caregiver if you are not able to come and pick up your child.

****Before returning to school, your child must be symptom/fever-free for 24 hours without fever reducing medications.****

Communicable Diseases/Illnesses

A written consent from either a physician or health department is required before your child can return to school for any of the diseases/illnesses listed below.

Chicken Pox	Whooping Cough	Impetigo
Measles	Pinworms	Pink Eye
Mumps	Scabies	
Pneumonia	Ringworm	

Remember: An immunization certificate must be on file the first day of attendance.

Teachers and Staff

All teachers responsible for direct care and supervision of the children must meet certain criteria according to state regulations to teach in the preschool setting. A comprehensive orientation course, pediatric head trauma class, training in child abuse and neglect and specific educational requirements, with on-going training's of 15 CEU's per year are expected and regulated for all preschool employees. Background checks are also required.

Because we are a Christian preschool, it is also our desire not only to be mentally prepared to meet the developmental needs of students, but to also give our students a better and clearer understanding of who Jesus is. A Bible lesson is taught each day with integration of God's word across the curriculum and throughout the activities in our day. We also have chapel each week where we come together as a preschool to worship the Lord through song, Bible lessons, prayer and praise.

Disciplinary Policies

It is our desire to help children understand that they are worthy to be treated with love and respect. It is the belief of the Portland Christian School Family that God created each child and that each is designed to meet and to be a part of His perfect plan.

Children will be taught and reminded of behavioral expectations. The teachers will utilize positive reinforcement to encourage children to make good, appropriate choices.

We will:

- **use positive communication techniques. We want the child to remain calm and be able to use words to express feelings, but also to learn to take responsibility for actions.**
- **redirect the child to another activity so that things do not escalate.**
- **give the child a time out or cooling off time to consider action that was wrong and through teacher guidance, talk about a better choice that could have been made.**

If a child displays inappropriate behavior on a regular basis, the parents will be consulted for help and support. A *plan of action* will be discussed so that both school and parents are working to correct the inappropriate behavior. A follow-up conference will also be scheduled to be sure the *plan of action* is working. If for any reason a child displays intentional behavior that is harmful and aggressive toward students or teachers, the director reserves the right to dismiss the child immediately from the preschool program.

Parent/Teacher Communications

There are a number of ways that we try to keep communication going between parent/teachers:

- Classroom newsletters Parent-Teacher Fellowship
- emails: check often Conferences
- phone calls; *text*
- *communication notebook*
- *notes in folders*
- *monthly preschool newsletter*
- Reach Alert

Calendar

Both Little and Big Schools are now operating on the same calendar days. Please check the school calendar for off days, inservice days, breaks, and early dismissal days. Because the majority of our Little School teachers and staff have children in the Big School, we are not able to offer any care during any of the above days. Please begin to plan and make arrangements for care during those days outside of Little School.

On inservice days when there is an early dismissal at 1:00 PM, half day friends will still leave at 11:30 am. All other preschoolers will be dismissed at 12:45 PM to help with early dismissal congestion from both Little and Big Schools.

Inclement Weather/Emergencies

Both Big and Little School will receive weather delays and cancellations through REACH ALERT. Be sure to sign up for REACH ALERT to get the most updated messages about weather, lock downs, school emergencies related to PCS. Other information about weather can be seen on local TV stations, WHAS radio, WDRB Fox 41, relating to PCS.

There will be no extended care for early dismissals that are weather related. Half day students may come on delayed days, but be dismissed at the 11:30 pick up time. Tuition is not prorated nor are days made up, except for those make-up days designated on the school calendar.

Delays/Cancellations

**One Hour Delay- Morning care begins at 8:00
School Day begins at 9:00**

**Two Hour Delay- Morning care begins at 9:00
School Day will begin at 10:00**

Emergency Drills

Drills for tornado, earthquake, lock downs, and fire are practiced on a regular basis. Evacuation plans are posted in each classroom. In the event of a real emergency, we encourage you to stay in your safe place. We will care for your child until an all clear is received. Please watch for texts through REACH ALERT.

Emergency Evacuation

In the event that the PCS Campus (this includes Little School) has been instructed to evacuate the premises, you will be given specific instructions/information as to the location of students through REACH ALERT. It is very important that you sign up for REACH ALERT.

Addressing Parental Questions/Concerns

- **All questions/concerns involving your child in the classroom must first be taken to the classroom teacher.**
- **When/if no resolution/satisfaction is given, please direct all other questions/concerns to the Director.**

Thank you for partnering with us in our endeavor to meet the developmental needs of your children. We look forward to not only caring for them, but we want you to know how privileged and blessed we feel by the opportunity to teach them how to get along with, and work well with others while building friendships, to teach them developmentally appropriate skills and to teach them more about Jesus and His love for them.

God Bless You and Welcome to
Portland Christian Little School!!

