

*Tri-County Christian School*



*Preschool Handbook*

*Our Mission: Prepare God's Children in Mind And Spirit for Tomorrow's Challenges*

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## **Tri-County Christian School Standards**

**OUR VISION** To prepare God's children in mind and spirit for tomorrow's challenges.

**OUR PURPOSE AND MISSION** The purpose and mission of our school is directly connected to the purpose and mission of the Church. Church is not buildings, rituals, or religious meetings and doctrines. The Church is people – those who have been called out and called together to spread the gospel (Matthew 28:18-20). We see this school as another way to express these relationships which we call "Church". All schools, public and private, came into being as a result of groups of people agreeing to join efforts and abilities to provide the best education possible for students. We feel that Tri-County Christian School is one such group of people who will work together to provide an excellent Christ-centered daycare and education. The following statements describe Tri-County Christian School:

1. Learning is best achieved in an environment that acknowledges God's existence and our total dependence upon Him.
2. God, as He has revealed Himself in scripture, is the creator of all that is, the sovereign authority over history, and the source of all knowledge. Education without acknowledgment of God is weak at best.
3. Scripture tells us that the education of children is the responsibility of parents, not the state or even the Church (Deuteronomy 6:7, Proverbs 22:6). This does not mean that public, private, or church schools are wrong, nor does it indicate that home schooling is the only scriptural option. It simply places the responsibility for such decisions where it belongs – squarely on parents' shoulders. Parents must evaluate the options and decide accordingly.
4. We believe that our children are gifts from God, and that our stewardship of these precious vessels requires a top priority in our lives. Our faithfulness in this area not only affects this present generation, but also generations to come (Psalm 127:3-5, Psalm 103:17-18).
5. It is not our intent at Tri-County Christian School to seclude our children from society and problems therein. It is our goal to prepare and instruct our children to face the secular world in a manner that is pleasing to Christ. We believe that through the word of God and using God-fearing teachers, we can accomplish our goals.

### **STATEMENT OF FAITH**

**WE BELIEVE** that God is – and that He is the designer and sustainer of all that is.

**WE BELIEVE** that Jesus Christ is the Divine Son of God who became a man to live an exemplary life; to die a sacrificial, redemptive death; to rise to a powerful confirming life after death; and to ascend to reign as Lord and Judge of all.

**WE BELIEVE** the Bible to be the Divinely inspired Word of God and to be the only rule we have to go by for our standard of faith and practice.

**WE BELIEVE** the Bible expressly states that salvation is extended to those who **BELIEVE** (Hebrews 11:6), **CONFESS** Jesus as their Lord (Matthew 10:32-33), **REPENT** (Acts 17:30), are **BAPTIZED** for the forgiveness of sins and to receive the gift of the Holy Spirit (Acts 2:38), and **LIVE** faithfully throughout their lifetime (Revelation 2:10).

WE BELIEVE that Heaven is prepared for Christ's obedient children and hell is prepared for disobedient, unrepentant people, and that these rewards, either good or bad, are to be lived out eternally.

WE BELIEVE that Christ will return to usher the entire world into the presence of the Father and reveal the reward of each person upon the basis of what he or she has done as recorded in the book of Life (Revelation 20:12).

WE BELIEVE that we have been given the responsibility to preach freedom in Christ to all who listen, and to encourage each person to take an obedient stand for Christ.

## **Daycare and Pre-School General Information**

Tri-County Christian School Daycare is open from 6:30am-5:30pm Monday-Friday, except for designated holidays. Our Nursery and Toddler rooms are available from 7:30am-5:30pm on those same days. This handbook is available at [www.tricountychristianschool.org](http://www.tricountychristianschool.org) and in the Tri-County office.

## **CURRICULUM**

Tri-County Christian School and Daycare will utilize the Abeka curriculum in our classrooms Peewee- Pre-k. Because we believe children learn from their daily interactions with the environment, as well as from a structured lesson time, the teachers at TCCS work hard to use a good balance of both, all while also giving the children many hands-on activities.

## **DAILY SCHEDULE**

Each classroom teacher will include a daily schedule of a typical routine as the child begins a class. Teachers are encouraged to give all children outdoor playtime as part of their routine. Outdoor playtime may be limited due to severe weather or playground conditions. After a morning filled with activities, children need a quiet time to refresh themselves for the afternoon. Nap/rest time is scheduled in each room, with the exception of our afternoon Pre-K classes. Children are not required to sleep, but they must rest quietly. Children in the toddler room (ages about 18-36 months) through Pre-K (ages 4-5) will sleep on cots. Children are encouraged to bring a blanket and pillow from home, as well as a favorite sleeping companion, to be kept in an individual nap tub. Infant classrooms will utilize an individualized nap schedule worked out between parents and staff and will utilize multiple classrooms for children to have a more personalized sleep opportunity. Adequate monitoring of sleeping infants will happen on a regular basis.

All Pre-K children will be observed and assessed in the Fall as well as the Spring. These records will be shared with parents. All developmental records will be kept in the main office in the child's file. Enrollment forms, medical forms, etc will be kept in the main office also. Parents are welcome to view their child's file at any time.

## STAFF

The staff at Tri-County Christian School will be carefully selected to provide your child with high quality early childhood education and care. All full-time teachers and assistants in each classroom will be chosen according to their educational and professional experiences, and agreed upon by the School's Board Members. Staff are encouraged to enhance their own learning by attending educational programs and training seminars. Each staff member of TCCS has passed a criminal background check by the Missouri State Highway Patrol and a Child Abuse/Neglect Screening by the Missouri Division of Family Services. We work hard to make sure each teacher has completed first aid and CPR training.

## TUITION

Each child is required to pay a \$30 non-refundable registration fee. All payments are to be made out to Tri-County Christian School in the form of a personal check or cash. All payments are to be placed in the payment box located in the front sign-in hallway or may be given to the office. Bills will be sent out each Monday for the week prior. A late fee of \$10 will be applied for accounts not paid by the 10th of the following month. If you require other payment arrangements, please speak to the administrative staff. If payment of all current money due to TCCS is not received 60 days after the original late notice and payment arrangements have not been made with administration, active enrollment of the child(ren) may cease at the end of that business week and the child(ren) will not be allowed to return until the debt has been resolved. A \$10 charge for returned checks will be charged. Tuition pays for your child's space at our center and is due regardless of attendance. Your tuition will not be prorated for illness, but will be if Tri-County Christian School is closed completely. A fee of \$10.00 will be applied every 15 minutes for any student picked up past 5:30pm. A two-week notice is required before leaving TCCS or the family may be charged for those weeks of service.

## HEALTH AND SAFETY

All children are required to have up-to-date immunizations for their appropriate age or an exemption card must be on file with the office. Parents are required to notify the program whenever a child has been exposed to a contagious disease. Please keep the staff informed of any food allergies and/or dietary restrictions that your child may be experiencing. If a child becomes sick while at our facility, parents will be asked to pick up children within one hour. Your child may return after 24 hours without symptoms. By excluding ill children from our programs, children and staff will be sick less often which will result in fewer days lost work days for both you and staff. An illness report will be given to parents. Children will be sent home at the discretion of the TCCS administration and staff. Children should not attend TCCS if they exhibit any of the following symptoms:

- a temperature of 100.1 degrees F
- more than one abnormal loose stool
- severe coughing
- difficult or rapid breathing
- yellowish skin or eyes
- pinkeye

- unusual spots or rashes
- sore throat or trouble swallowing
- infected skin patch(es)
- unusual dark, tea-colored urine/gray or white stool
- headache or stiff neck
- vomiting
- severe itching of the body or scalp/scratching of the scalp

If a child has head lice, he/she will be excluded from the program until he/she has received treatment for the condition and is nit free. Hair must be treated with RID or NIX or other approved medications. Clothes, bedding, furniture and car upholstery must also be treated. The child must be re-treated in seven to ten days.

Prescription medication will only be given with written, dated permission of the parents. All medication must be in the original container and should be labeled with the child's name, instructions for administration, including times and amounts of dosages and the physician's name.

Standard and universal safety precautions are used when staff handles bodily fluids or blood. These include the wearing of gloves, frequent hand washing and environmental sanitizing. In case of accident or injury to a child: the child will receive prompt, appropriate medical attention from staff members with CPR and 1st aid training. The staff will contact the emergency medical personnel if necessary. The child will be seen by emergency medical personnel and then transported to Samaritan Hospital if deemed necessary. The parents will be notified immediately with a phone call or an accident form depending upon the severity of the accident/injury. An accident/incident form will be completed and a copy given to the parents if desired. The school's copy will be kept in the child's file.

#### ARRIVAL, DEPARTURE, ATTENDANCE

Regular attendance provides a consistent environment for your child and is encouraged. When arriving in the morning, we require you to clock in at the sign in desk and escort your child into his/her classroom. If your child is absent or late, please notify the office for our records. When picking up your child at the end of the day, you must also clock out. Your child must be picked up by an adult, age of sixteen or older. Your child will not be released to anyone not authorized on your authorization form. All children must arrive and depart in child restraints as recommended by Missouri Law. If there are legal issues with your child, you must provide legal documentation to prevent a noncustodial parent from picking up your child. If an adult arrives at the center appearing to be unsuitable to drive the director will ask the adult to call someone to come to pick up both the child and adult. If the adult refuses and proceeds to take the child, 911 will be immediately called.

#### PARENTAL INVOLVEMENT

Families are invited to visit the program anytime, but are also asked to take into consideration that interruptions during classroom lesson time could hinder the learning environment. A positive relationship between families and staff will reflect in your child's learning. Parents are encouraged to occasionally observe their child through the classroom door window, unless the

lesson time has been completed, and at that time would be allowed to visit in the classroom. Parent Teacher Fellowship (PTF) will meet monthly to plan events and activities and to talk about the finances of the organization. All parents are encouraged to attend these meetings. Monthly newsletters are sent home and are posted with each classroom. These will provide you with information about your child's activities for the upcoming month as well as explain some of the information they will be talking about in class lesson times. Formal parent-teacher conferences are not scheduled but are encouraged to be made if a parent has any special concerns. Parents are encouraged to visit the school website at <https://www.tricountychristianschool.org/> and the Facebook page at <https://www.facebook.com/TCCSMacon/>. Upon prior request, parents are welcome to view their child's files during regular business hours. TCCS will not provide copies of files. If a subpoena is issued for records, a fee of \$0.50 per page of the documents will be charged. Parent participation is always welcomed and encouraged. Parents are invited to share hobbies, special interests, pets and their places of work. We also appreciate any and all help for classroom holiday parties. Please contact the teacher to schedule these events. Opportunities to assist in TCCS special events, donate or collect materials, serve on the PTF board or provide services to improve or maintain our program will be made available on an as-needed basis. Daily communications between teachers and parents to discuss activities, accomplishments, and behaviors are expected. Parents are encouraged to call or email teachers during lunch or nap times to gain information. Parent participation and involvement in planning is encouraged. Parents are encouraged to come for an orientation visit at the beginning of each school year. This orientation visit will allow the child to develop a positive picture of what "school" is all about and get them familiar with who their teacher is and what their classroom looks like. Parents are welcome to speak with teachers about classroom routines as time allows. The director will be available to meet with parents explaining the school's procedures and policies.

## GRIEVANCES

If a parent has a concern or grievance, the parent should put the concern in writing, contact the director and set up an appointment to discuss a solution to the concern. If the problem cannot be resolved at that time, parents should contact the Tri-County Christian School Board Members and set up an appointment to further discuss the concern and solutions. If an agreement cannot be reached, Tri-County Christian School has the right to terminate attendance for the child.

## DISCIPLINE

Tri-County Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men". The primary objectives of the TCCS program of discipline are:

1. Help students develop self-control.
2. Help students learn respect for proper authority.
3. Help students to assume increasing responsibility.
4. Help students to develop the ability to exercise freedom wisely.
5. Help students develop positive attitudes in the area of human relations.

If a child displays behavior in violation of Godly character and Biblical principles, that student will be subject to disciplinary measures. Discipline reports will be filled out and expected to be signed by the parent and kept in the child's file in the main office. The following measures will be taken for severe or continuous behavioral problems:

1. Firm, yet positive statements of redirection of behavior will be used. If the behavior continues or redirection does not resolve the issue, the child will be asked to be separated from the group and spend some time alone.
2. Student sent to the Daycare Director or Principal's office.
3. A discussion between the TCCS staff and parents/guardians. Further disciplinary measures will be discussed and agreed upon.
4. Corrective discipline; may involve spanking with parental permission
5. Suspension
6. Expulsion

## SNACKS/MEALTIME

### Nursery:

For infants on breast milk, formula, and baby foods; an individual schedule for each child will be agreed upon between the family and the nursery staff. The program believes that each infant develops his/her own natural biological schedule, and desires the very best for each baby by working side by side with the family on this matter. No formula will be provided by TCCS.

Families will be expected to bring in 1-2 canisters of formula and replenish on an as needed basis, communicated from the staff. For any breastfeeding babies, milk will be expected to be brought in containers or bottles, thawed, daily. Bottles need to be labeled and kept in a lunch box with an ice pack. 1-2 frozen labeled bags of milk are encouraged to be left at the center in case of emergency. Any unused thawed breast milk will be sent home daily with the family.

For any babies in our nursery who need more than bottles, parents will be expected to provide all snacks and meals they wish to be given throughout the day. Babies should be fed their first meal of the day before being dropped off at the nursery. Parents may bring meals that need to be kept chilled in their child's lunch box, or may ask to have it kept in the refrigerators, in the nursery. Quick warm up meals are acceptable if they are precooked and only need slightly warmed. Food requiring more than a minute to warm should not be packed and expected to be served, as our staff will not have the time to do this for every child. Snacks and meals should be pre cut to avoid choking hazards. Any food brought that our staff feels is unsafe for a particular child will be politely brought to the parents' and/or guardians' attention and will be asked to be changed for the child's safety.

### Toddlers:

Toddlers will begin learning table manners and safety as they enter the Toddler room. Parents are expected to also pack a lunch that can be left in the cubby until meal time. Quick warm up meals are acceptable, but cold lunches are encouraged to ease the prep time on the staff, as they will have multiple children to get lunches ready for. Any part of the meal that needs cut

should be done so ahead of time, and cut in portions that will not be choking hazards to the child. Any food served that our staff feels is unsafe for a particular child will be politely brought to the parents' and/or guardians' attention and will be asked to be changed for the child's safety. All snacks will be provided from the school as long as the monthly snack fee is paid. Should a toddler have special dietary restrictions, this should be brought to the office's attention ahead of time and arrangements will be made to accommodate that child.

#### Pee-Wees-Pre-K

Children enrolled in our Toddler-Pre-K programs will be served a morning and afternoon snack. Each child will be offered milk with their morning snack and orange juice with their afternoon snack, unless other arrangements have been made based on dietary circumstances. Every child will also be offered a choice of white milk, chocolate milk, or an orange juice at lunch if they do not have a drink with their lunch. Lunch will be served between 11:00am and 12:00pm depending on the age of your child. When at the meal table, children will be expected to remain seated until asked to get up after the meal. It will be the responsibility of the teachers to pass out drinks and throw away trash during the meal/snack.

Students will be expected to use table manners while at the table, which will be taught in the first several weeks of school. A packed lunch will be expected to accompany each child that stays past the lunch hour. TCCS encourages each parent/guardian to pack a balanced nutritional meal for their child, that does not require being warmed up by our staff, as we will not have the availability or time for this. Our staff are all trained to encourage each child to start with eating at least half of their protein item, before moving on to other sides.

Homemade food items and store bought items brought by parents are allowed to share with their child's classmates when a student has a birthday, if they desire. Parents will be asked to take into consideration any specific food allergies within their child's class in order to allow all children to be included with the celebration.

#### CLOTHING

Children should arrive at TCCS dressed appropriately for children's activities. Children will be involved in messy activities both indoors and outdoors. This is true for our infants through Pre-K children. Outdoor play is encouraged daily for all of our children, weather permitting. Outdoor play may be cancelled when temperature is less than 30 degrees and more than 90 degrees. Teachers may increase or limit the time spent outdoors according to the weather and age of the children. Please provide your child with boots, coat, hat, gloves, etc. according to the weather. Rubber-soled shoes are the safest for your child. Avoid patent leather, cowboy boots, jellies, flip-flops and sandals if possible. These can be the cause of many accidents. REMEMBER: Children will get dirty!!! Children will not be kept inside because of lack of clothing. Each classroom has a small supply of extras that may be used if you forget to bring appropriate items. Our supply is very limited, so please try to remember items that will keep your child comfortable while outdoors. Extra items can be kept in the child's cubby to help with these situations. Infants and toddlers should arrive each day with three complete changes of clothing. Parents are responsible for providing diapering supplies for their child. All items should be clearly marked with your child's name. Children that are potty training will also need additional changes of

clothing each day. We strongly encourage the use of Pull-Ups while actively working on potty-training. Please help your child as they learn the skills of self care by dressing him or her for success in clothing that is easy to get on and off. Preschool children should arrive with one complete change of clothing. This can be kept in your child's cubby until needed. If your child has a backpack or other bag, please make sure to check it for soiled clothing. This will help to ensure your child always has a clean set of clothing in case of accidents. Please have all items clearly marked with your child's name.

## TOYS

Tri-County Christian School has and will offer your child many stimulating toys and activities. The program realizes that from time to time, there are special items that children would like to bring to the school. Each classroom will set standards for bringing items based on classroom events and the age of the children. Children may also bring a small sleep toy to use during naptime. Preschool children will be expected to share their toy with the other children. Under NO circumstances can a toy weapon or other violent toy be brought to the program. If the toy becomes a problem and is a distraction to the classroom, the child will be asked to keep the toy in their cubby. If it continues to be an issue, parents will be asked to leave the item at home.

## NAPTIME

Naptime is required by all of our preschool children. Following lunch, children in our Pee wee, Middler, and Morning Pre-k classes will be asked to lay down on a cot to rest. Naptime in the Pee wee room will begin around 11:30am and will end around 2:00pm. Naptime for our Middlers and Pre-k students will begin around 12:00pm and end around 2:00pm. All children are asked to bring a small pillow and blanket to be left at school during the week, and taken home on the weekends to be washed. Sleep times in nursery and toddler rooms may be determined based on the needs of that room on a daily basis.

## INCLEMENT WEATHER AND EMERGENCIES

Every effort will be made to have the program open on snowy and icy days. However, inclement weather may make conditions so hazardous that it is dangerous or impossible for employees and children to attend. For the safety of everyone if the weather is so severe that it is unsafe, cancellations will be announced. Please check our school Facebook page or the local radio station for early dismissal and closing information. Anyone can also call the school office regarding questions on the matter.

## EMERGENCY PROCEDURES

TCCS prepares for emergencies through preparation and practice. Drills are practiced twice yearly. Teachers are responsible for counting children before and after arriving at their designated meeting spot. In the event of a fire, each classroom will follow the map to the nearest available door and proceed to their designated meeting spot as posted in the classroom. In the event of a fire, all classrooms will meet on the west side of the building, at the edge of the playground. In the event of a tornado warning, teachers and students will proceed to the basement of Crossroads Christian Church. In the event of an intruder, teachers have been

trained to remove the children from the building and meet at an agreed upon safe location, which is not discussed with the children ahead of time. Emergencies will be announced over the intercom in the building. The director will check each classroom and count children after each drill and in the event of an actual emergency.

#### POLICY FOR ABUSE AND NEGLECT

All employees are mandated reporters under Missouri Law. If a staff member suspects child abuse or neglect, the staff member must report it to the Executive Director immediately. All suspicions of abuse or neglect must be documented in writing on an Incident Report Form and given to the director within 24 hours of the verbal report. Reports must be dated with detail about the event or situation including time and location. The abuse or neglect will be reported to the Child Abuse and Neglect hotline at 800- 392-3738.

In the event a staff member is accused of abuse or neglect, without foundation, the staff member may be placed on paid leave pending an investigation by the Children's Division. TCCS will cooperate completely with all agencies involved in the investigation. Services to the family may be terminated immediately, at the discretion of the Daycare Director, if child abuse and neglect accusations are proven false.

#### FIELD TRIP PROCEDURES

Field trips are a hands-on learning activity for young children. Field trips will be allowed only with children two and older. Written parental permission must be secured before a child is taken on a field trip. Either the Daycare Director or TCCS Principal will attend each field trip, as well as the teachers arranging the trip. Parents are encouraged to join their child's class as well.

Transportation will be provided for the children, and parents may be encouraged to bring their personal vehicles. Families will be asked to assist with the cost associated with said trips.

#### TRANSITION POLICIES

TCCS strives to make transitions from one classroom to another, for all children, as smooth as possible. In order to make this happen, a child's age, development, and the available space in the next room will be considered at the time a transition may be needed. We are firm believers in not disrupting the classroom dynamic when possible, and so, Tri-County does not transition students very often throughout the year. Babies and Toddlers usually move classrooms (if needed) around Christmas/beginning in January or at the beginning of the next school year. Starting in our Pee Wee class, a child will remain in their class until the following Fall, unless other arrangements have been discussed and arranged. An exception may be made if the Director feels it is in the best interest for the child and the classroom as a whole. Early in the morning and late in the afternoon, children may be grouped together in a different room in order to abide by appropriate staff to student ratio.

#### BITING PROCEDURES

Biting is very common in groups of infants and toddlers. There are many reasons young children may bite another child. These include:

- Teething causes their mouths to hurt

- Children are experimenting
- Children are exploring cause and effect and they want to make something happen
- Children are trying to interact with another child
- Children feel frustrated and lack the coping skills
- Children are overwhelmed by too much noise, confusion or excitement
- Children are asking for attention
- Children are imitating behavior
- Children feel threatened or feel their possessions are being threatened
- Children sense adult tension

The following strategies will be utilized to prevent biting:

- Teething toys will be offered to children
- Many sensory activities will be provided to satisfy curiosity
- Behavior will be guided to promote positive interactions with children
- Children will be observed for mounting frustration
- Noise and confusion will be minimized, when possible
- Attention will be given for positive behaviors
- Loving and supportive behavior will be modeled

The staff at TCCS will respond to a biting incident promptly with immediate action using the following steps:

- Comfort the child who was bitten
- Wash the wound
- Apply an ice pack to help keep bruising down
- State clearly to the offender that biting is not all right. The talk will be firm and serious. The offender will be asked to sit out for a short period of time.
- Let the child who bit help you care for the bitten child. This gives the child the opportunity to help and to leave the role of aggressor.
- Offer the biter support and use the moment to teach caring behaviors. Remember, from the biter's point of view, it is scary to be so out of control that he hurts someone. Help the child who bit understand there are other ways to express anger and frustration, such as using words.
- The bite will be documented on an Incident Report Form and given to parents to be signed and returned to staff.
- The child who bit will also have the incident documented and given to parents to be signed and returned to staff.

## TOILETING PROCEDURES

Children are unique individuals and each will have their own varying age, motivations, and an array of self help skills enabling them to successfully use the bathroom on their own. Some children will need a reward system and others will be motivated by discomfort. The staff will work with parents to get to know the child's personality to create an environment that will motivate each child to become potty trained.

TCCS will start potty training when a child exhibits some or all of the following:

- Is in the TCCS Toddler Room
- Shows an interest in training
- Has a predictable pattern each day
- Understands and uses words such as potty, pee and poopoo
- Can pull up their own pants
- Washes their own hands
- Indicates discomfort in soiled pants
- Has parents who agree to work at home as well

TCCS Staff responsibilities include:

- Introducing potty training to children through the use of books and songs
- Discussing strategies with parents for potty training success at home and at school
- Taking children to the potty on a regular basis, approximately every 2 hours
- Reporting the child's toilet learning progress to parents often
- Expressing approval to the child when he/she is successful
- Teaching children how to flush and select the appropriate amount of toilet paper

Parental responsibilities include:

- Introducing potty training at home
- Discussing strategies for potty training success with teachers
- Providing extra changes of clothes for accidents. Clothes should be easy to put on and take off.
- Providing pull ups when needed
- Teaching children how to flush and select the appropriate amount of toilet paper

Any further questions or concerns may be discussed with the Daycare Director or Principal of Tri-County Christian School.