



Dearborn Christian Preschool

21360 Donaldson St.

Dearborn, MI 48124

www.dearbornchristian.com

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(313) 563-1030

PRESCHOOL GUIDEBOOK 2018/2019

WELCOME

Dearborn Christian Preschool is a Christ-centered preschool designed to meet the needs of your family.

Children who attend Dearborn Christian Preschool will:

- become more aware of Jesus and how to live for Him
- explore God's world around them
- improve their verbal, listening and perceptual skills
- gain self-confidence
- improve their ability to work and play with others
- develop skills and knowledge for kindergarten and beyond

PHILOSOPHY

The philosophy of Dearborn Christian preschool is the education of the whole child in a Christ centered environment. Proverbs 22:6 says, "Train a child in the way he should go, and when he is old he will not turn from it." It is important to us that each day in the program the children will be taught by a Christian teacher, who teaches from a Biblical point of view. Activities and experiences focus on each child's growth spiritually, emotionally, academically, socially, mentally, and physically.

A portion of each class session is devoted to free selection in which children choose their own activities from among a variety of "centers" such as; dramatic play/ housekeeping, sand/ water, blocks, manipulatives, art, math/ science, language arts, special activities, etc. Also, during each class session the children are involved in a number of group activities such as; circle time, music, snack, active play, etc., this variety gives children the opportunity to work independently, as part of a group, with peers and with supportive adults all in a Christian environment which fosters a love of learning in God's wonderful world.

FACULTY

Mrs. Deanne Wesseling, Director and Teacher

Mrs. Laura Ivan, Teacher

Mrs. Rachel Adams, Teacher

Miss Rachel Wesseling, Teacher

Mrs. Lois Carroll, Teacher

ELIGIBILITY

Dearborn Christian Preschool is an educational program for children who are two and a half years old before September 1 of the school year they will be attending. According to licensing criteria, children must be toilet trained – defined as able to verbalize and attend to his/her own bathroom needs.

LICENSING

Dearborn Christian preschool is licensed and regulated by the State of Michigan. It is under the direction of a qualified Program Director/Teacher and a qualified assistant.

ENROLLMENT

Enrollment involves:

- Completion of application form
- Payment of enrollment deposit
- Phone call or email confirmation from director/staff. Re-enrollment forms are available for families currently enrolled in Dearborn Christian Preschool prior to open enrollment

ADMISSION

Admission to Dearborn Christian Preschool is accomplished by completion of the enrollment process and the following:

- Attendance at Parent Orientation meeting

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(313) 563-1030

- Completion of Child Information Card (emergency card)
- Proof of required immunizations, signed by physicians
- Completion of Health Appraisal within 30 days of first attended class session, signed by physician
- Payment of tuition for September.

PARENT ORIENTATION MEETING

A mandatory meeting is scheduled before Preschool begins. At this meeting, the teacher introduces herself, highlighting her education and experience, review the daily schedule, and the focus of the program. Parents will take time to complete any forms required for licensing requirements.

WITHDRAWAL

Parent initiated withdrawal – If a student withdraws after beginning classes, there will be no tuition refund. Withdrawal request must be submitted in writing to the preschool administration no less than two (2) weeks prior to withdrawal date.

Program initiated withdrawal – Enrollment shall be terminated if one or both of the following occur:

- Parents or guardians fail to honor the obligations set in the Preschool Guidebook.
- The program, in its sole discretion, determines that it is unable to meet the needs of the child. Tuition paid shall be refunded for the remainder of the weeks remaining.

TUITION AND FEES

The success of our center depends upon the prompt payment of tuition and fees in order to take care of the day to day expenses that are encountered. Tuition is due by the twenty-fifth of the month prior to upcoming month of attendance. For example, December's tuition will be due by November 25th. The only exception will be the September payment, which will be due the evening of the parent/teacher orientation. If a payment has not been received by the first of the month a 10% late fee will be applied to the balance. If the payment, including the applicable late fees, has not been received by the fifth of the month, your child's enrollment will be suspended.

If a family finds they are unable to make the tuition payment, a written notification must be supplied to the preschool director prior to the payment due date. The director will notify the Advisory Team who will then review the petition and inform the family if an arrangement that can be made.

Dearborn Christian Preschool is unable to provide nor accept financial or supplemental aid due to being a tuition based preschool.

EXTENDED CARE

Care is available for Dearborn Christian Preschool students from 8:00 a.m. until 8:30 a.m. and again from 3:30 p.m. until 4:00 p.m. through our Extended Care Program. Following is our fee schedule:

Extended Care fees will be applied to your child's account at the conclusion of each month. These fees will be due at on the twenty-fifth of the following month. Following is our fee schedule:

Availability	Rate
8:00 AM to 8:30 AM	\$9.00 per day
3:30 PM to 4:00 PM	\$9.00 per day

Children picked up after 3:40 PM will be charged the extended care fee on their next tuition bill.

ACCIDENT/ INJURY

Teachers are certified in CPR and basic first aid.

- Minor injury – child will be given basic first aid and TLC. Parents notified at the end of class session.
- Serious injury – child will be given basic first aid and TLC. Parent notified immediately.
- Major injury – 911 – basic first aid, TLC, parent notified and instructed to meet at the hospital

DISCIPLINE

Definition: positive guidance and teaching.

Goal: to expose the young child to a set of values that are Christian in nature and to help the child gain self-control under conditions which allow the child to view him/herself as a worthwhile person.

Approaches: the adults will:

- Have knowledge and understanding of the developmentally appropriate behaviors
- Plan ahead to prevent problems
- Model appropriate behavior
- Set clear and consistent expectations
- Remind children of expectations
- Encourage children's evaluation of problem and solutions
- Change environment
- Redirect child
- Isolate child (within the classroom and near teacher) until self-control is regained
- Contact parent

Under NO circumstances will physical punishment or other methods that may hurt, frighten or humiliate the child be used.

ARRIVAL AND DEPARTURE

Each child must be signed in and out each class day. The book in which you will do so, will be located on the information table directly to your left as you walk into the classroom. Please inform all those that will be transporting your child to/from school of our policies.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification or a DCP Key Tag. DCP Key Tags are given at Parent Orientation. Extra tags are available upon request. This is not meant to offend them. This is simply a measure taken for the child's protection.

Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. We would be happy to set up a time where the issues or concerns can be discussed in private.

ABSENCES/LATE ARRIVALS

Class begins at 8:45 AM each morning. Please be on time. A grace period of fifteen minutes is given both before class begins and after. Parents/guardians are able to drop off their student beginning at 8:30 AM. We ask that your student arrives prior to 9 AM. At 9 AM, we will instruct all late arrivals to kindly wait in the lobby with their child until after our morning bible time. (*approx. 9:30 AM*) This policy is set in place to prevent distraction from our students' learning.

We ask that you notify preschool if you are running late. Due to our learning structure, all preschool students must be present by 9:30 AM in order to attend that day.

Preschool must be notified if:

- Child is absent due to a communicable illness (strep throat, pink eye, chicken pox, head lice influenza, etc.)
- Absence will last longer one week or more.

ILLNESS

For the protection of all children, the preschool child needs to remain home if s/he has any of the following:

- Elevated temperature
- Intestinal problem with diarrhea or vomiting within 24 hours of class time
- Undiagnosed rash
- Communicable disease (see above)

ALLERGIES

For the health and safety of each child, it is mandatory that teachers be aware of ALL allergies.

MEDICATIONS

According to Michigan State Law, medication cannot be administered to any child at school without written permission signed by parent and physician.

INFORMATION CHANGES

It is mandatory that the school be able to contact parents at all times. Therefore, changes in phone numbers, addresses, employment, insurance, emergency contact, etc., that occur during the school year must be brought to the teachers attention and noted on the Child Information (emergency) Card.

FIRE/ SEVERE WEATHER

Fire/ severe weather drills are practiced regularly to familiarize children with posted procedures.

EMERGENCY SCHOOL CLOSING

When Dearborn public schools are closed for a snow emergency, Dearborn Christian Preschool will also be closed. Announcements are posted on local TV channels, radio stations, and Dearborn public schools cable channels.

LUNCH

Children enrolled in full day sessions will need to come with a healthy sack lunch. Children enrolled in half day sessions should eat breakfast shortly before leaving for school to equip your child for learning and an enjoyable day at school. Full day students will be asked to bring their lunches. Lunches should be packed in a lunch box or labeled bag. We are unable to keep lunches in a refrigerator as well as unable to heat up lunches for students. Upon arrival, parent or guardians will be instructed to place a sticker on their child's lunch bag. This sticker will indicate that the lunch is fresh from that day.

SNACK

A daily snack is an enjoyable learning experience for Preschool children. Snacks are provided by parents on rotation basis. All foods brought must promote good nutritional habits. Snack sign-up sheets are posted right outside of the preschool room.

PARENT/TEACHER COMMUNICATION

A mandatory meeting is scheduled before school begins. At this meeting, the teachers introduces themselves, review the daily schedule, and answer any questions you may have. Parents will take time to complete any forms required for licensing requirements.

CLASSROOM VISITS

Parents are welcome visitors. A variety of opportunities are available for parents, or adults designated by parents, to participate in the preschool experience throughout the school year. During class time hours, visits are limited to adults only.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held during the school year. A conference provides the opportunity for the parents and teacher to compare notes on the child's growth in the school setting. In addition to the designated conference time, the teacher is always available to answer any questions or discuss any concerns a parent might have.

CLOTHING

Children should wear simple, washable play clothes which do not restrict the child's ability to participate fully in the program, i.e. painting, climbing, attending to own bathroom needs, etc. Since outdoor activities are a part of the program, please make sure that children have adequate outdoor wear each day. We ask students to bring a spare set of clothes in a ziplock bag. This is in case of accidents. As the winter months approach, students will be asked to bring in a pair of slippers. The slippers can be kept at preschool. Slippers are meant to help keep snow and salt outside of the classroom. Students must wear shoes or slippers in the classroom.

BATHROOM

Attending to your child's bathroom needs just before leaving home or as soon as you arrive at school helps minimize disruptions during class time. Upon request, children are accompanied to the bathroom by one of the licensed adults in the classroom.

FIELD TRIPS

Field trips will be taken during the school year and the experience will be developmentally appropriate and enrich the educational experience. Licensing regulations require that class be held at the field trips site, with parents providing transportation and remaining with child for duration of the trip. There may be additional minimal costs related to field trips.

TOYS FROM HOME

Except for comfort items that may be needed in the very beginning days to help ease the child's transition from home to school, we ask that your child's toys be left at home or in the car.

SCHEDULE

Dearborn Christian Preschool will have a calendar available at Parent/Teacher Orientation prior to school starting.

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