

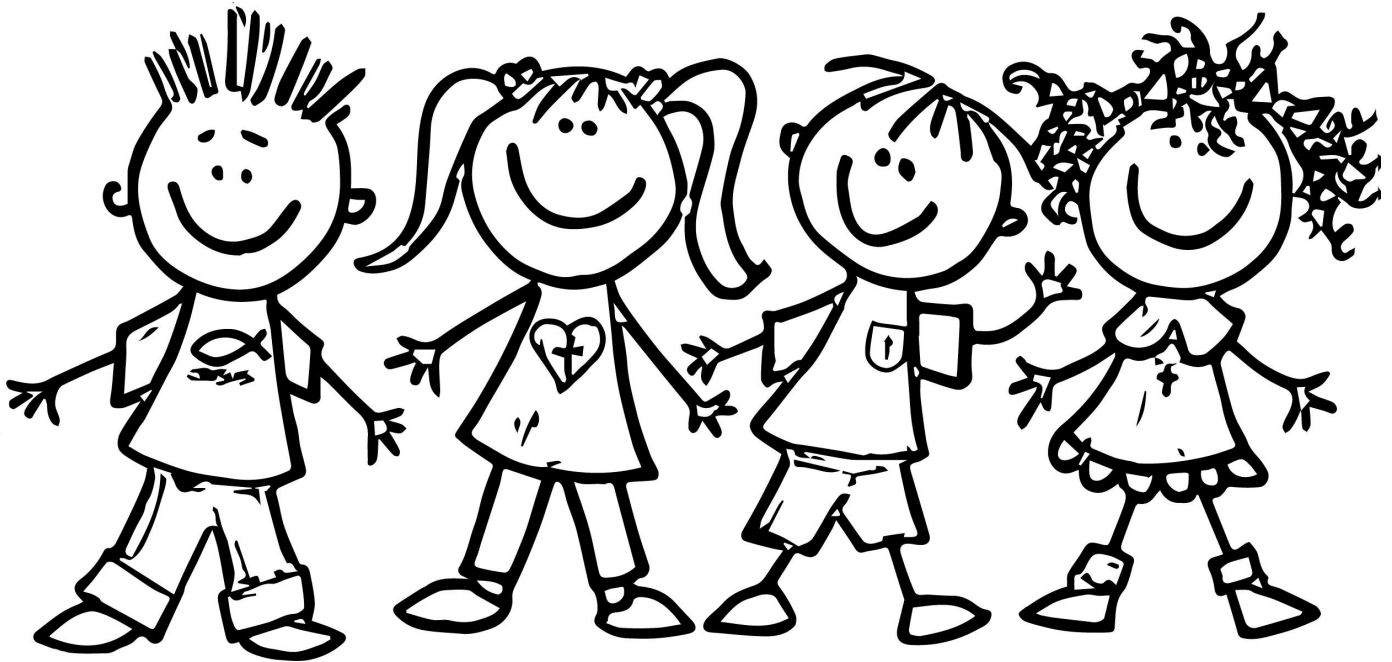


**Southeastern Christian**

— A C A D E M Y —

*“Pursuing Excellence in Christ Centered Education”*

# Preschool Handbook



*Jeremiah 29:11*

*“For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope.”*

# PRESCHOOL HANDBOOK

## Introduction

It is our belief that when parents and teachers include God in the instruction of their children, God will bless the learning experience mightily.

These children are already beginning to form important attitudes towards learning, each other, themselves and God. Having God in the curriculum adds an essential dimension to all that they learn in school.

We, as parents and teachers, have a great task influencing and encouraging children to grow into the person in whose image they were created.

## Goals

- Provide a setting in which every child can enjoy school.
- Help each child feel good about him or herself.
- Provide for each child's individual interest.
- Use the child's interests and background as a basis for classroom activities.
- Provide opportunities to learn academic skills through day-to-day activities in which children are naturally engaged.
- Help each child develop a good attitude and love for learning.
- Build awareness that the world about him or her is a creation of God.
- Provide each child with opportunities for developing problem-solving skills.
- Allow students to make decisions to help them develop decision-making skills.
- Develop the child's curiosity by encouraging questions.
- Provide opportunities for creativity.
- Encourage helpfulness and cooperation.
- Develop self-reliance and independence.
- Provide healthy social interaction among children.

***"These commandments I give you today are to be upon your hearts. Impress them on you children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6: 6-7***

## **Christian Training and Curriculum**

Our program is a Christ-centered curriculum, designed to help children grow mentally, physically, socially and spiritually; to enable them to have an abundant life, "full till it overflows". Our spiritual emphasis is not limited to one specific part of the day or to a specific method. We want to help children "love whatsoever things are true and pure and lovely and are of good report" through the life and teachings of Jesus in action, word and song.

The A Beka Pre-Kindergarten curriculum is used daily.

## **Licensure**

As a religious-sponsored program, the SCA preschool is inspected by state employees. SCA meets or exceeds the state standards outlined in the North Carolina Child Care Law and Rules published by the North Carolina Department of Human Services and undergo periodic government inspections, including:

- Annual inspections from the North Carolina Division of Child Development
- Semiannual inspections by the Brunswick County Health Department
- Annual inspections by the Brunswick County Fire Marshal

Additionally, through school accreditation we engage in an ongoing process of self-monitoring to ensure that we adhere to high standards of education and childcare.

## **School Day**

Classes begin and dismiss as follows:

	<b>Begin</b>	<b>Dismissal</b>
3 and 4 year olds, full day	7:30	5:30
3 and 4 year olds, half day	7:30	12:00

Teachers do not arrive in the classrooms until 7:30A.M. Please do not drop off a child at the front door to go to the classroom alone. All preschool children must be walked to the classroom by an adult. Please do not leave a child in the classroom unless there is a teacher present. A late fee of \$1.00 will be charged every additional minute, if you are late picking up your child. Should you have an emergency, please notify the office that you will be late. If someone other than the regular person is picking up your child, we MUST have a written note that day from the parent as to whom we can dismiss the child.

## Hours of Operation

We are open from 7:30am until 5:30pm, Monday through Friday.

Preschool will be closed the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving (Wednesday, Thursday and Friday)
- Christmas (We will be closed the equivalent of a week, depending on when Christmas falls each year. You will be notified in advance as to the dates we will be closed.)
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Fourth of July week

## Lunch Time

Each child should bring his or her own lunch in a bag or lunch box marked with the child's name. **Label and date all items that are to be refrigerated.**

## Birthdays

If you would like, for your child's birthday, you may bring cupcakes or other simple refreshments for a party at Snack Time. Please let the teachers know a couple of days in advance.

## Class Parties

Your child's class may have parties to celebrate the following occasions: Christmas, Thanksgiving, Valentines, Easter and the end of the school year. All of these celebration themes emphasize Jesus. We ask that each parent participate in the planning and preparation of at least one party during the year. There will be a sign-up sheet in your child's classroom at the beginning of the school year. Please follow the guidelines stated earlier in this handbook concerning class parties.

If collecting money for a teacher's gift, please do not specify a dollar amount to be given. Donations may be requested, but not required. It is our intent to be sensitive to all families and their needs.

### **Field Trips**

Our preschool classes will be scheduling several field trips throughout the year. The purpose of our field trips is to enhance our unit of study.

### **Dress Code**

Loose and comfortable clothing that can be washed is advisable. Your child's coat, hat, gloves, sweater, book bags, etc., must be marked with his/her name. Since classes visit the playground daily, as weather permits, be sure your child has shoes that are appropriate for outdoor play. Please do not send your child to school in cowboy boots or cleats.

Hair should be kept clean and neat at all times with no distracting coloring or styles, such as mohawks, faux-hawks, rattails, etc. Hair must not be below the eyebrows unless it is pulled back.

Boys may not wear earrings. Girls may wear small earrings. No large-loop earrings may be worn due to safety issues.

Apply sunscreen to your child before coming to school if you feel it is necessary.

### **Discipline**

At Southeastern Christian Academy we will discipline in a loving Christ-centered manner. We provide:

- Guidance that is positive
- Explanation of what is expected, what is acceptable, and what is not acceptable.
- Ways to help your child grow toward being responsible for his/her age and maturity level. Persistent misbehavior will result in a parent/teacher conference and may result in dismissal from the preschool.

### **Biting**

We do not allow children who continue to bite other children to remain at SCA. A child will be given three chances to correct a biting habit before being dismissed. If a child bites another child and breaks the skin, the biting child will be immediately dismissed from the class.

### **Conferences**

Conferences will be scheduled during the school year as deemed necessary by the parent or teacher.

## Student Requirements

All students must have the following in their records prior to starting school:

- a copy of the child's birth certificate proving the child will be the proper age of the class
- a medical form completed by a licensed physician each year through kindergarten
- a copy of the child's immunization record proving immunizations are up-to date

Three-year olds must be "potty trained" and able to clean themselves.

## Immunizations

Children attending childcare centers or homes must receive shots – or immunizations.

<b>By This Age:</b>	<b>Children Need These Shots:</b>						
3 months	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
5 months	2 DTaP	2 Polio		2 Hib	2 Hep B	2 PCV	
7 months	3 DTaP	2 Polio		2-3 Hib	2 Hep B	3 PCV	
12-16 months	3 DTaP	2 Polio	1 MMR	3-4 Hib	2 Hep B	4 PCV	1 Var
19 months	4 DTaP	3 Polio	1 MMR	3-4 Hib	3 Hep B	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Polio	1 MMR	3-4 Hib	3 Hep B	4 PCV	1 Var
4 years and older (and in kindergarten)	5 DTaP	4 Polio	2 MMR	3-4 Hib	3 Hep B	4 PCV	2 Var

\*Children must receive their last DTaP, Polio, and MMR before they start kindergarten and after age 4.

\*\* Children beyond their 5th birthday are not required to receive any Hib vaccine.

+ Vaccination required unless documentation of disease history. Acceptable documentation is letter from the child's parent, legal guardian or physician stating approximate date or age of the child's infection.

Note: Prevnar, Pneumococcal and Flu Vaccines are not required or reportable but are recommended

## Illnesses

It is the policy of our school that children should not be sent to school when they have a contagious disease (chicken pox, measles, scarlet fever, impetigo, scabies, head lice, pinworms, pink eye, strep throat, etc.) We also ask that you do not send a child who is showing signs of illness. Such signs include fever,

diarrhea, vomiting within the past 24 hours, fresh colds, deep coughs or sore throats.

**Students must be “symptom free” for 24 hours before returning to school.**

A child will be sent home when any of the following symptoms appear:

- temperature of 100 degrees or above
- any of the contagious diseases listed above
- vomiting or diarrhea

This is for the protection of all children and teachers. Students will be kept in the child’s classroom away from other children until a parent arrives.

### **Medications**

Teachers will not administer medicine to a student without a previously written and signed permission form. Forms are provided in the office. Prescription medication must be in the original container and administered as prescribed. It is the parent's responsibility to take the medicine to the school office where the medicine will be administered.

**DO NOT send any medicines in your child's lunch box or book bag.**